



# BatchMaster Web Finance – GP Comparison Document

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# About the Manual

## Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

## Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

## Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

## Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
" " ("BatchMaster Web Accounting Guide")	Reference document

Abbreviation	Description
GL	General Ledger
GP	Great Plains
TCS	Tax Collected at Source
TDS	Tax Deducted at Source



# Contents

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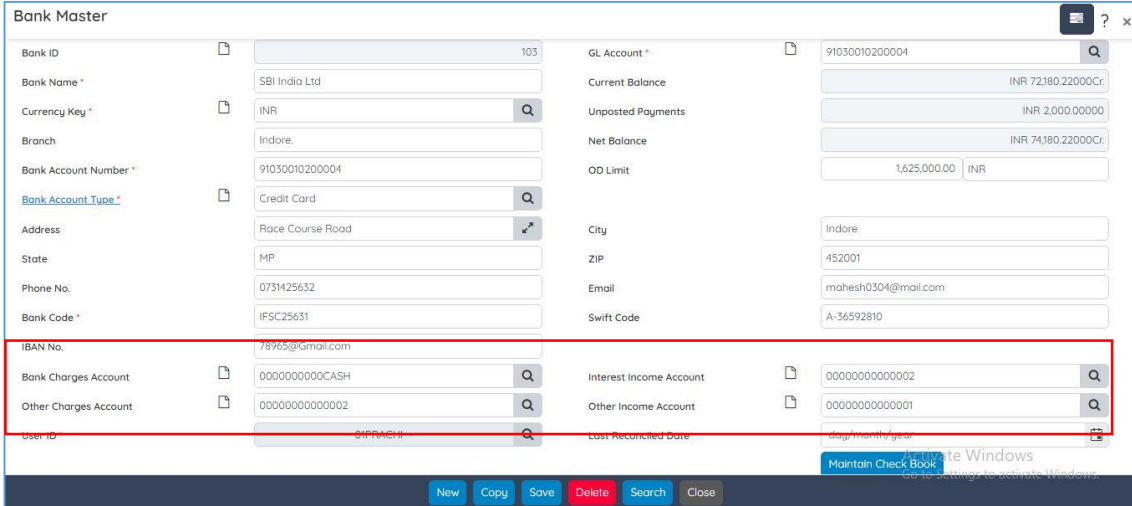
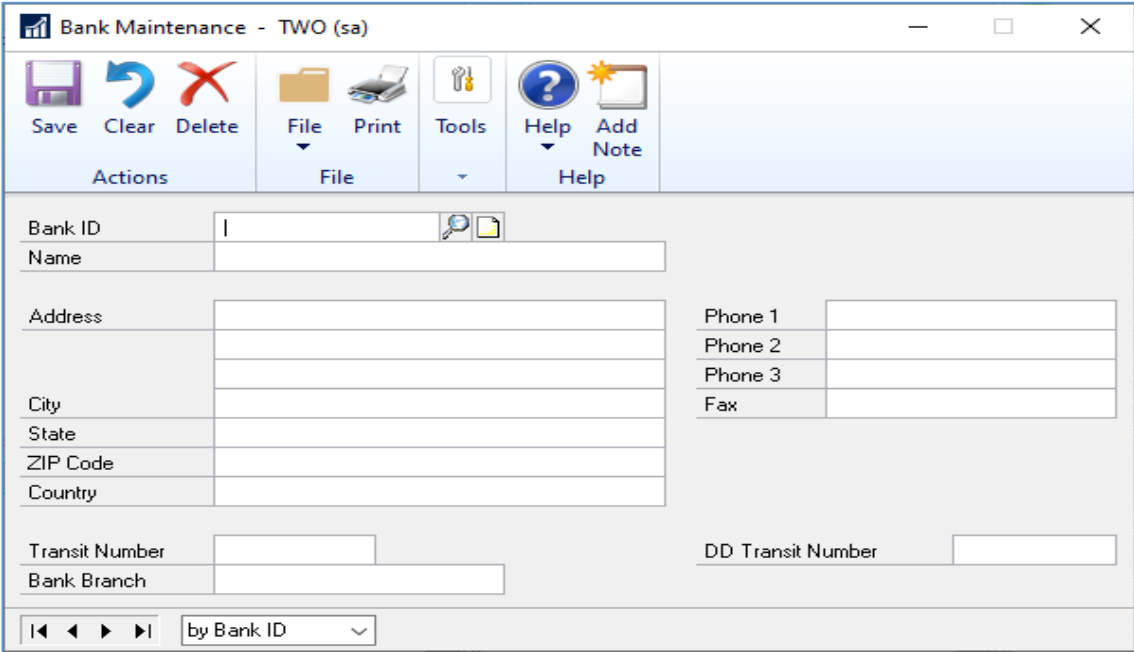
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# BatchMaster Web Finance Vs Microsoft Dynamics GP Features Comparison

BatchMaster Web solution simplifies and organizes your finances. Effortlessly streamline transactions, maintain better cash flow control, and ensure regulatory compliance. This comprehensive system forwards financial efficiency and transparency by allowing you to manage all your company's accounts in a single, centralized location.

## Bank/Cash

S.No.	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>Bank Master</b></p> <p>Maintaining details of bank accounts held by the company lets you organize your transactions clearly and allows you to quickly find the required documents. The bank master serves as a comprehensive database containing essential information about banking transactions, accounts, and related entities. It contains details of all accounts held by the bank's customers, including Saving, GL, Bank Charges, Interest Income, Other Income and Other Charges accounts. By storing account information centrally, the bank can efficiently process transactions and update account balances in real-time. It also includes information about Current Balance, Net balance, Unposted Payments, and OD limit.</p>  <p>Bank Cash &gt;&gt; Bank Cash Master &gt;&gt; Bank Master.</p>	<p><b>Bank Maintenance</b></p> <p>In Microsoft Dynamics GP, maintain details of bank accounts held by the company along with Transit Number and DD Transit Number.</p>  <p>Administration &gt;&gt; Setup &gt;&gt; Company &gt;&gt; Bank.</p>
2.	<p><b>Maintain Check Book</b></p> <p>Forget manual check book hassles! Include check details in your ERP for smoother sailing. Check books provides a convenient and reliable method of payment that offers a level of security and accountability for both individuals and businesses. Detailed records help identify fraud and provide a clear audit trail for peace of mind. Track issued and cleared checks for better cash flow control and streamline financial processes by integrating check data with other ERP functions.</p>	<p><b>Checkbook Maintenance</b></p> <p>To set up check books, use the Checkbook Maintenance panel. Checkbooks are easily added, and in the setup windows of other modules, you may choose which one to use as the default.</p>



**Bank Master**

Bank ID: 103  
 Bank Name: SBI India Ltd  
 Currency Key: INR  
 Branch: Indore  
 Bank Account Number: 91030010200004  
 Bank Account Type: Credit Card  
 Address: Race Course Road  
 State: MP  
 Phone No: 0731425632  
 Bank Code: IFSC25631  
 IBAN No: 78965@Gmail.com  
 Bank Charges Account: 0000000000CASH  
 Other Charges Account: 0000000000002  
 User ID: 01PRACHI

GL Account: 91030010200004  
 Current Balance: INR 72,180,220.00 Cr.  
 Unposted Payments: INR 2,000,000.00  
 Net Balance: INR 74,180,220.00 Cr.  
 OD Limit: 1,625,000.00 INR

City: Indore  
 ZIP: 452001  
 Email: mahesh0304@gmail.com  
 Swift Code: A-36592810

Interest Income Account: 00000000000002  
 Other Income Account: 00000000000001  
 Last Reconciled Date: day/month/year

Buttons: New, Copy, Save, Delete, Search, Close

**Maintain Check Book**

Bank ID: 103  
 Bank Name: SBI India Ltd  
 Show Inactive Check Book:

Buttons: Add Line, Save, Close

Action	Check Book ID	Issue Date	No. of Checks	Start Check No.	End Check No.	Last Used Check No.	Active
	SBI 1236	5/25/2016	53	35000	35052	500201	<input checked="" type="checkbox"/>
	SBI 1237	9/9/2016	50	1121	1170	1170	<input checked="" type="checkbox"/>
	SBI 1238	9/12/2016	20	98260	98279	98279	<input checked="" type="checkbox"/>
	SMCHKBOOK	3/15/2025	20	5685745	5685764	0	<input checked="" type="checkbox"/>

Bank Cash >> Bank Cash Master >> Bank Master>>Maintain Check Book.

**Maintain Check Book**

The capability to Activate/Deactivate check books offers a layer of security, historical reference, and potential compliance benefits to both individuals and businesses.

**Maintain Check Book**

Bank ID: 103  
 Bank Name: SBI India Ltd  
 Show Inactive Check Book:

Buttons: Add Line, Save, Close

Action	Check Book ID	Issue Date	No. of Checks	Start Check No.	End Check No.	Last Used Check No.	Active
	SBI 1236	5/25/2016	53	35000	35052	500201	<input checked="" type="checkbox"/>
	SBI 1237	9/9/2016	50	1121	1170	1170	<input checked="" type="checkbox"/>
	SBI 1238	9/12/2016	20	98260	98279	98279	<input checked="" type="checkbox"/>
	SMCHKBOOK	3/15/2025	20	5685745	5685764	0	<input checked="" type="checkbox"/>

Bank Cash >> Bank Cash Master >> Bank Master>>Maintain Check Book.

3.

**Checkbook Maintenance - TWO (sa)**

Buttons: Save, Clear, Delete, Additional, File, Print, Tools, Help, Add Note

Checkbook ID: [ ]  Inactive  
 Description: [ ]

Currency ID: [ ] Current Checkbook Balance: \$0.00  
 Payment Rate Type ID: [ ] Cash Account Balance: [ ]  
 Deposit Rate Type ID: [ ]  
 Cash Account: [ ]

Next Check Number: 0000000000000000001  
 Next Deposit Number: 0000000000000000001  
 Last Reconciled Balance: \$0.00  
 Last Reconciled Date: [ ]

Company Address ID: [ ]  
 Bank Account: [ ]  
 Bank ID: [ ]  
 User-Defined 1: [ ]  
 User-Defined 2: [ ]

Payables Options:  
 Max Check Amount: \$0.00  
 Password: [ ]  
 Duplicate Check Numbers  
 Override Check Number

Buttons: EFT Bank, Direct Deposit

Financial >> Cards >> Financial >> Check Book.

**Lookup of Checkbook Maintenance**

Use the Checkbook Maintenance window to make a checkbook inactive, which prevents new checks or receipts from being entered for that checkbook.

**Checkbook Maintenance - TWO (sa)**

Buttons: Save, Clear, Delete, Additional, File, Print, Tools, Help, Add Note

Checkbook ID: [ ]  Inactive  
 Description: [ ]

Currency ID: [ ] Current Checkbook Balance: \$0.00  
 Payment Rate Type ID: [ ] Cash Account Balance: [ ]  
 Deposit Rate Type ID: [ ]  
 Cash Account: [ ]

Next Check Number: 0000000000000000001  
 Last Reconciled Balance: \$0.00



4.

**Maintain Check Book**  
 Activating/deactivating checkbooks offers increased security, better organization and error prevention.

Bank Cash >> Bank Cash Master >> Bank Master>>Maintain Check Book.

Financial >> Cards >> Financial >> Checkbook>>lookup.

**Checkbook Maintenance**  
 Activate/Deactivate chequebooks to offer increased safety, improved organization, error avoidance, and numerous compliance benefits.

Financial >> Cards >> Financial >> Checkbook>>Inactive Checkbox.

5.

**Bank Master**  
 Viewing unposted payment provides greater visibility into upcoming financial activity, allowing businesses to make informed decisions.

Bank Cash >> Bank Cash Master >> Bank Master.

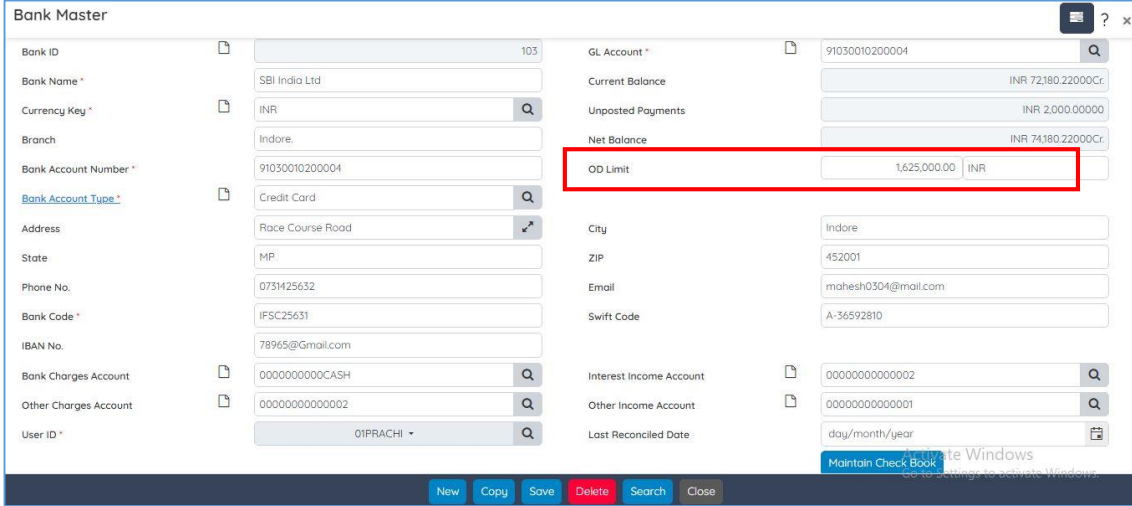
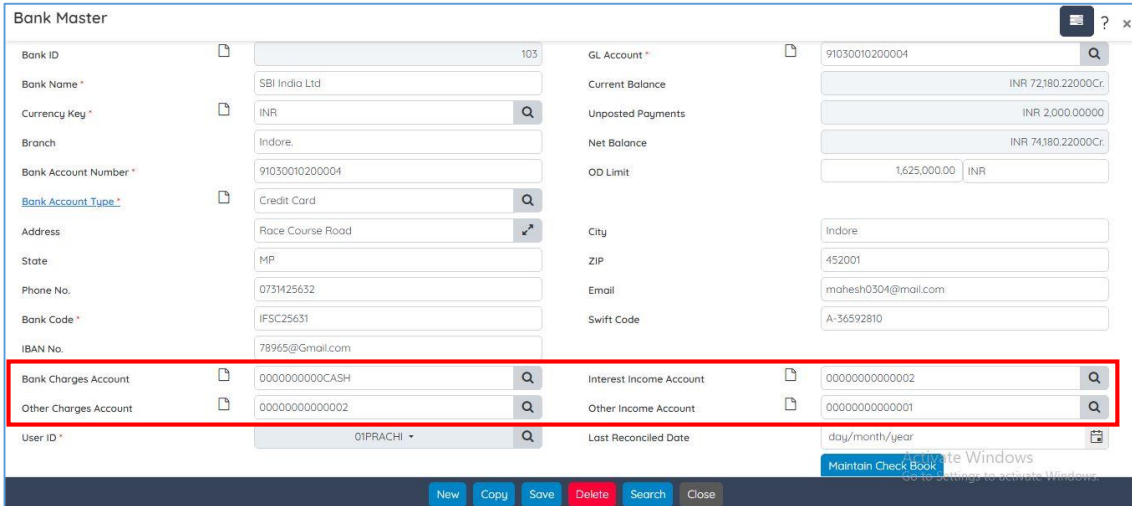
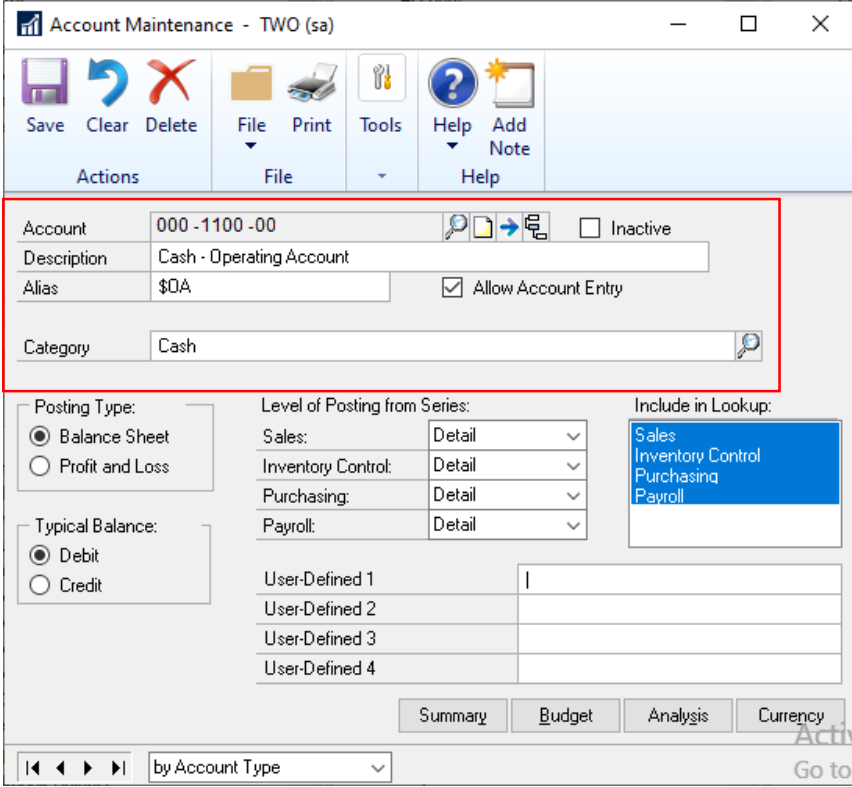
**Payable Summary Inquiry**  
 In Microsoft Dynamics GP the Payables Management is used to maintain information about vendors, enter and post purchase transactions, and track payments to vendors – Original and Unapplied Amount.

Number	Type	Original Amount	Unapplied Amount
8	Invoice	\$78,257.28	\$74,938.64
0	Finance Charge	\$0.00	\$0.00
0	Misc Charge	\$0.00	\$0.00
0	Return	\$0.00	\$0.00
0	Credit Memo	\$0.00	\$0.00
0	Payment	\$0.00	\$0.00
Accounts Payables Balance		\$78,257.28	\$74,938.64

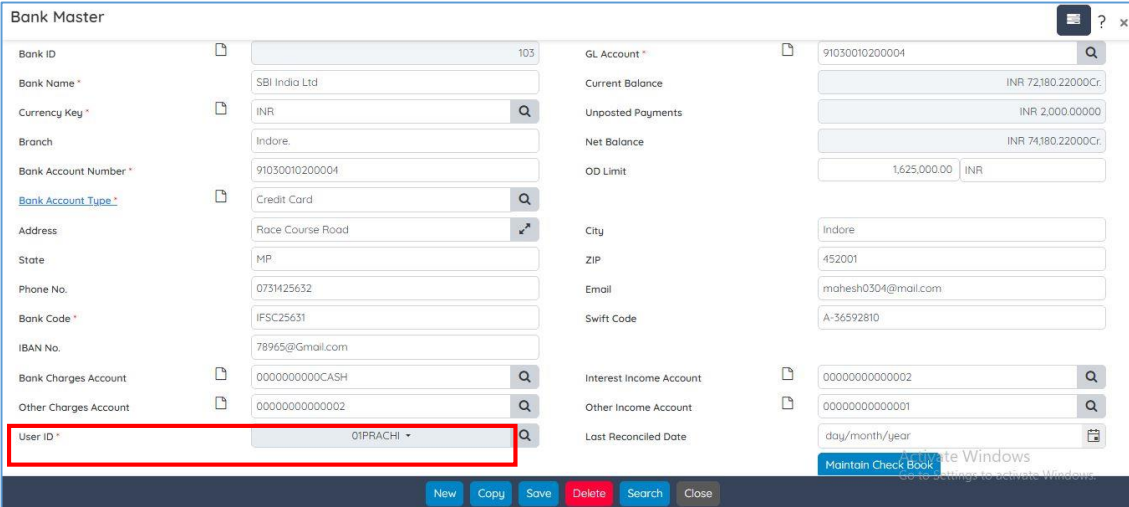
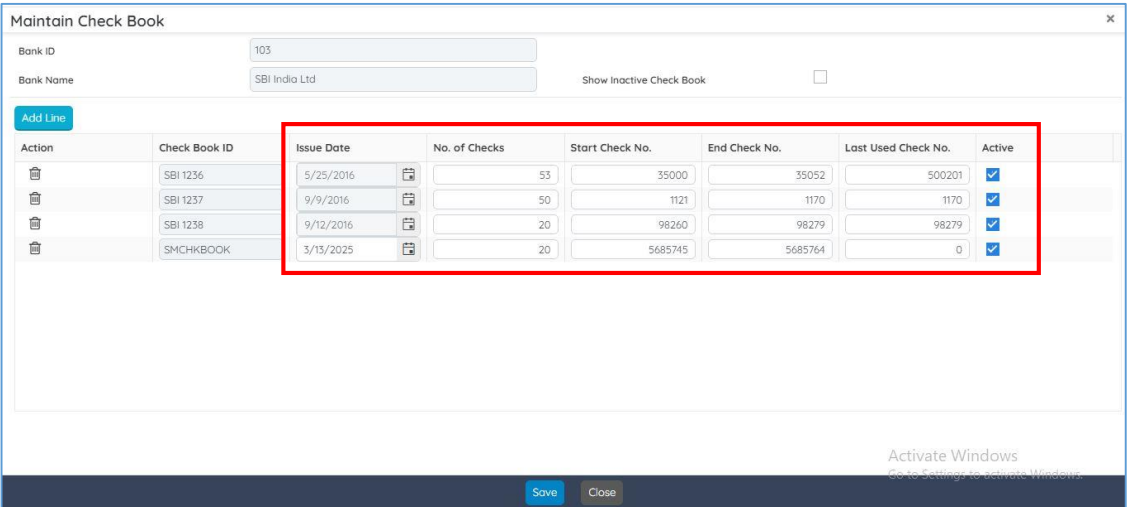
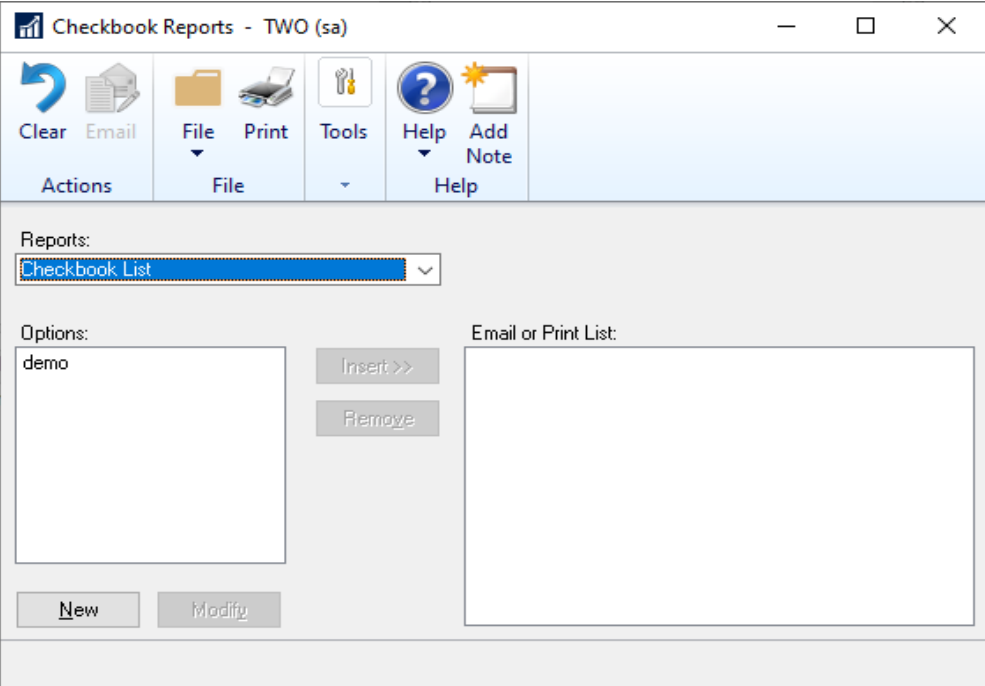
Aged as of 4/12/2027

Period	Amount
Current Period	\$0.00
1 - 30 Days	\$0.00
31 - 60 Days	\$194.04
61 and Over	\$74,744.60
	\$0.00



<p>6.</p>	<p><b>Bank Master</b></p> <p>BatchMaster Web facilitate to view overdraft amount. Viewing your overdraft amount empowers you with greater financial awareness, enabling proactive management, early problem detection, and informed budgeting for better financial health.</p>  <p>Bank Cash &gt;&gt; Bank Cash Master &gt;&gt; Bank Master.</p>	<p>Purchasing &gt;&gt; Inquiry &gt;&gt; Payables Summary.</p> <p><b>View Overdraft.</b></p> <p>Microsoft Dynamics GP allows overdraft payments. (Snapshot not available)</p>
<p>7.</p>	<p><b>Bank Master</b></p> <p>Configure accounts for Interest, Other Income, Bank Charges, and other charges. Establishing accounts for various sources of income and expenses facilitates accounting processes, encourages transparency in finance, and gives companies the ability to make data-driven financial decisions.</p>  <p>Bank Cash &gt;&gt; Bank Cash Master &gt;&gt; Bank Master.</p>	<p><b>Account Maintenance</b></p> <p>Setting up accounts for interest, other income, and other costs facilitates restructuring accounting processes, improving financial transparency, and empowering commerce to make data-driven financial decisions.</p> 



		Financial >> Cards >> Financial >> Account.
8.	<p><b>Bank Master</b></p> <p>Assigning authorized users for bank transactions provides a robust security framework, strengthens internal controls, promotes accountability, and allows for efficient and scalable financial management.</p>  <p>Bank Cash &gt;&gt; Bank Cash Master &gt;&gt; Bank Master.</p>	<p><b>Security Task Setup</b></p> <p>Record level permission could not be assigned in Microsoft Dynamics GP.(Snapshot not available)</p>
9.	<p><b>Maintain Check Book</b></p> <p>Ability to view check book details within ERP systems empowers users to make informed financial decisions, mitigate risks, and streamline financial operations effectively.</p>  <p>Bank Cash &gt;&gt; Bank Cash Master &gt;&gt; Bank Master&gt;&gt;Maintain Check Book.</p>	<p><b>Print Checkbook</b></p> <p>View the details of check books associated with bank accounts and allows users to make informed financial decisions, alleviate risks, and restructure financial operations effectively.</p>  <p>Financial &gt;&gt; Reports &gt;&gt; Financial &gt;&gt; Checkbook.</p>
10.	<p><b>Contra Entry</b></p> <p>The capability of contra entry in an ERP system is essential for accelerating efficient and accurate accounting processes, particularly in scenarios where funds are transferred between different</p>	<p><b>Contra Entry</b></p>



accounts within the same entity. The transaction involve transfer of cash/bank i.e., a transaction indicating transfer of funds from:

- Bank account to Bank account
- Cash account to Cash account
- Cash account to Bank account
- Bank account to Cash account

Bank/Cash >> Bank/Cash Transactions>> Contra Entry.

Only Bank to Bank via Bank Transfers is supported in Microsoft Dynamics GP for facilitating efficient and accurate accounting processes, particularly in scenarios where funds are transferred between different accounts within the same entity.

Financial >> Transactions >> Financial >> Bank Transfers.

11.

**Void Check Transaction**

Voiding transactions helps prevent inaccuracies in financial reporting by effectively nullifying the impact of erroneous or unauthorized transactions.

Bank/Cash >> Bank/Cash Transactions >> Void Check Transaction.

**Bank Transaction Entry**

In Microsoft Dynamics GP, use the Bank Transaction Entry window to void transactions that were entered and posted in Bank Reconciliation.



Bank Transaction Entry - TWO (sa)

Option: Void Transaction

Type: [Dropdown]

Transaction Date: 4/12/2027

Checkbook ID: FIRST BANK

Currency ID: Z-US\$

Number: 1

Card Name: [Field]

Paid To: [Field]

Description: [Field]

Amount: \$0.00

Account	Debit	Credit
Description	Originating Debit	Originating Credit
Distribution Reference		
000 -1100 -00	\$0.00	\$0.00
Cash - Operating Account		
- -	\$0.00	\$0.00
Functional Totals	\$0.00	\$0.00
Originating Totals	\$0.00	\$0.00
Difference		\$0.00

Financial >> Transactions >> Financial >> Bank Transactions.

### Banking GL Entry

The capability to transfer funds from one bank account to another within an ERP system is essential for efficient financial management. This feature enables businesses to execute inter-account transfers seamlessly, facilitating timely payments, cash flow management, and reconciliation processes.

Banking GL Entry

Journal No.: BL-MAR2442

Date: 03/27/24

Currency: INR

Bank Account: 11332224415400

Bank Name: CITI Bank

Bank Currency: INR

Status: NEW

Posting Date: 03/06/24

Currency Description: Indian Rupee

Bank A/c Description: PPE - Computer Equipment

Bank Account No.: [Field]

Narration: fcygl

Difference: 500.00 Cr.

Total Debit: 500.00

Total Credit: 0.00

Action	Account No.	Account Name	Description	Dr. Amount	Cr. Amount
	00000000000067500		1	500.00	0.00

Bank/Cash >> Bank/Cash Transaction >> Banking GL Entry.

### Bank Transaction Entry

Use the Bank Transaction Entry window to enter checks, withdrawals, and increase or decrease adjustments.

Bank Transaction Entry - TWO (sa)

Option: Enter Transaction

Type: Check

Transaction Date: 4/12/2027

Checkbook ID: [Field]

Currency ID: [Field]

Number: [Field]

Card Name: [Field]

Paid To: [Field]

Description: [Field]

Amount: \$0.00

Account	Debit	Credit
Description	Originating Debit	Originating Credit
Distribution Reference		
- -	\$0.00	\$0.00
	\$0.00	\$0.00
Functional Totals	\$0.00	\$0.00
Originating Totals	\$0.00	\$0.00
Originating Difference		\$0.00

Financial >> Transactions >> Financial >> Bank Transactions.

12.



13.

**Transaction Reconciliation**

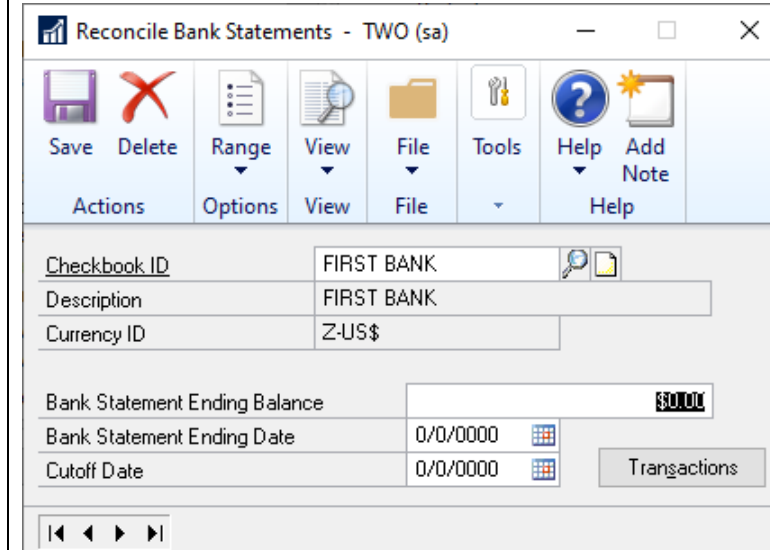
View the difference between the bank balance shown in your bank statement, as supplied by the bank, and the corresponding amount shown in your own accounting records at a particular point of time. The capability of reconciliation in BatchMaster Web is crucial for ensuring the accuracy and integrity of financial records. It allows businesses to compare their internal accounting records with the transactions recorded by their bank, identifying and resolving any discrepancies between the two.



Bank/Cash >> Bank/Cash Transactions>>Transaction Reconciliation.

**Reconcile Bank Statement**

Reconciliation feature in Microsoft Dynamics GP ensures accuracy and integrity of financial records. It allows businesses to compare their internal accounting records with the transactions recorded by their bank, identifying and resolving any discrepancies between the two.

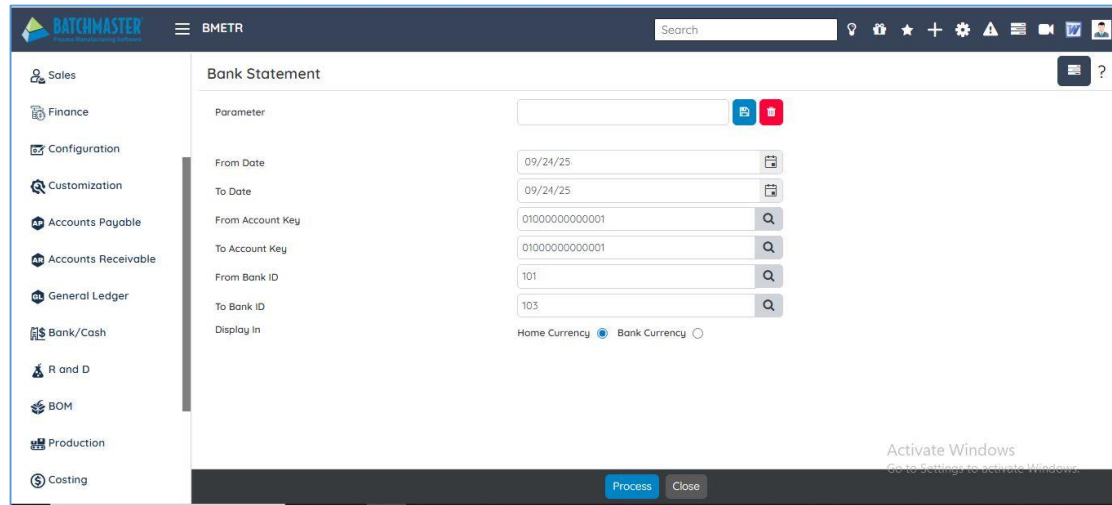


Financial >> Transactions >> Financial >> Reconcile Bank Statement.

14.

**Bank Statement**

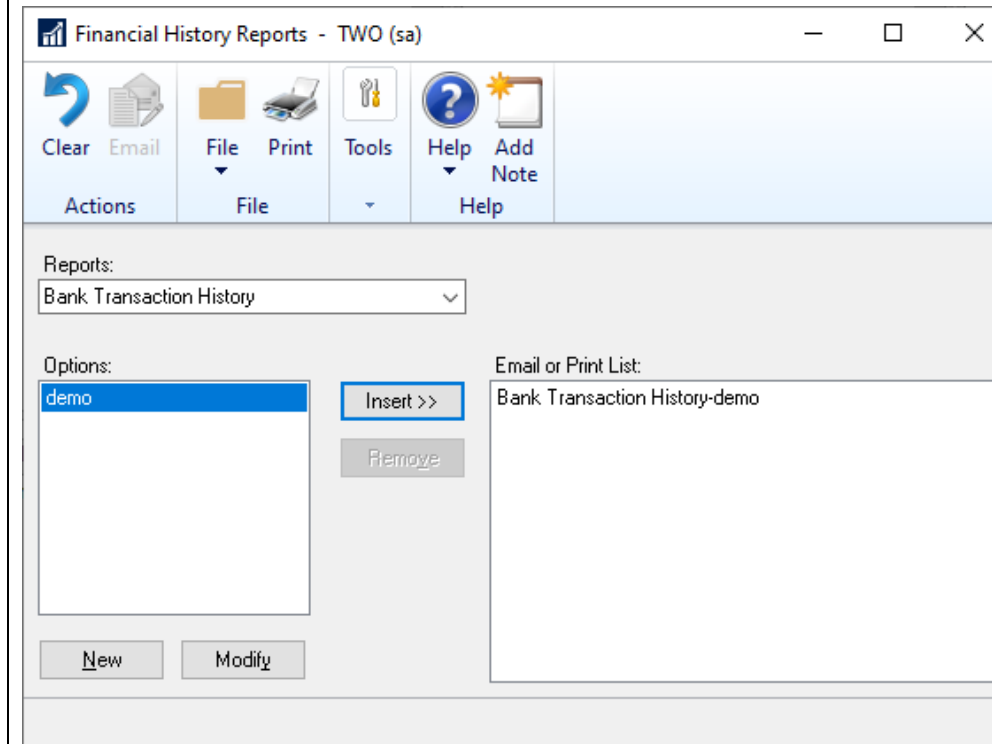
In Batchmaster Web Bank statements provide a detailed record of all transactions processed by a bank account over a specific period, including deposits and withdrawals.



Bank Cash >>Bank/Cash Report>> Bank Statement.

**Bank History**

Financial History Reports provides a detailed record of all transactions processed by a bank account.



Financial >> Reports >> Financial >> Bank History.



15.

**Bank Deposit Slip**

The capability of bank deposits in BatchMaster Web is essential for businesses to efficiently manage their cash inflows and accurately record incoming funds. It allows you to seamlessly document and track deposits made into your bank accounts, ensuring financial transparency and accuracy in accounting records.

Bank Cash >> Bank/Cash Report>> Bank Deposit Slip.

**Bank Deposits**

In Microsoft Dynamics, efficiently manage bank cash inflows and accurately record incoming funds.

Financial >> Transactions >> Financial >> Bank Deposits.

16.

**Bank Layout Master**

Create a layout of vendor details for any bank in order to process wire transfers.

Bank/Cash >> Bank/Cash Master>> Bank Layout Master.

**Bank Layout Master**

N/A in Microsoft Dynamics GP.

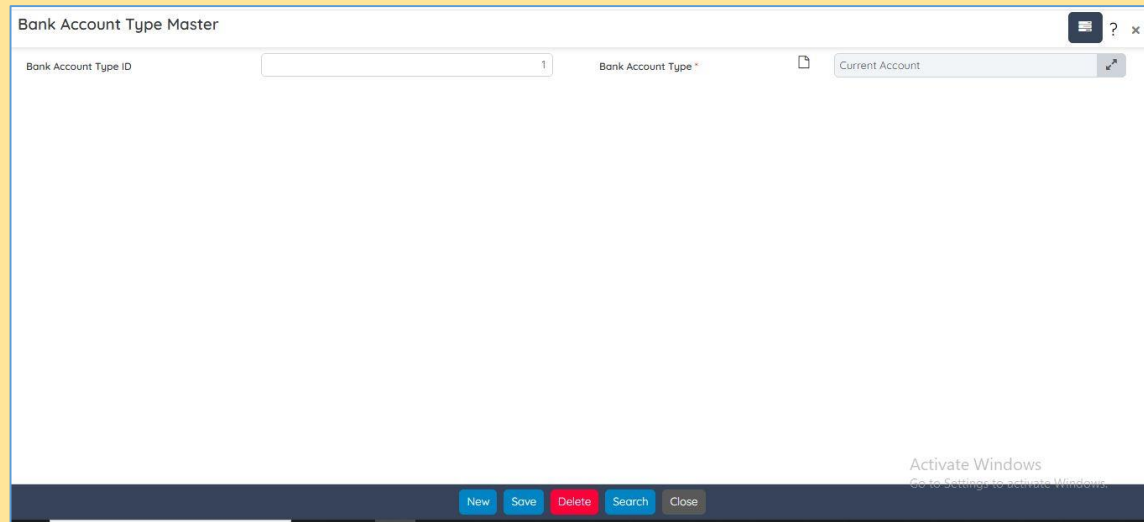
17.

**Bank Account Type Master**

In BatchMaster Web you can define the type of bank account you normally use in a bank. For example: saving, recurring, or any other.

**Bank Account Type Master**

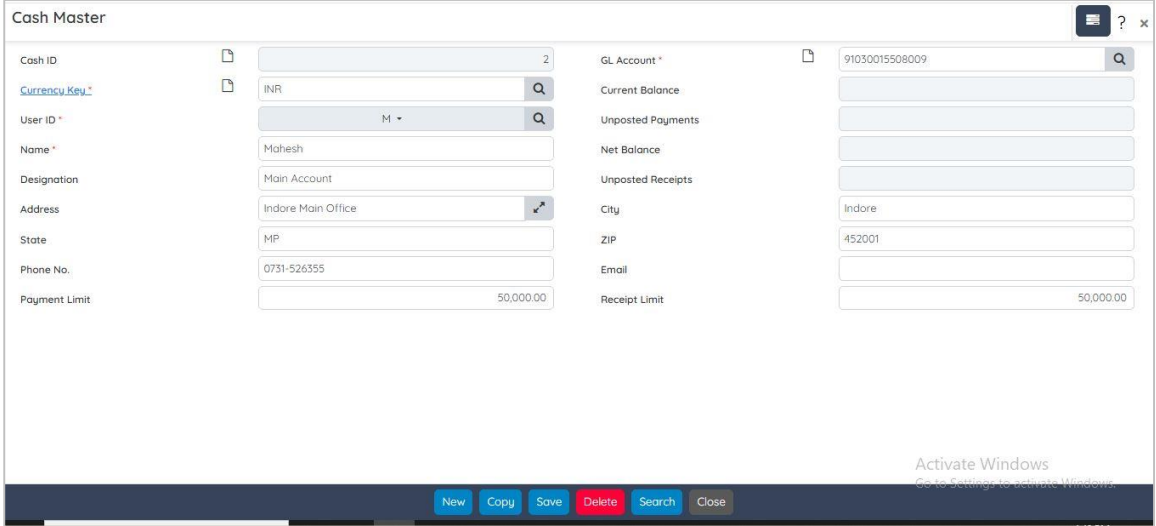
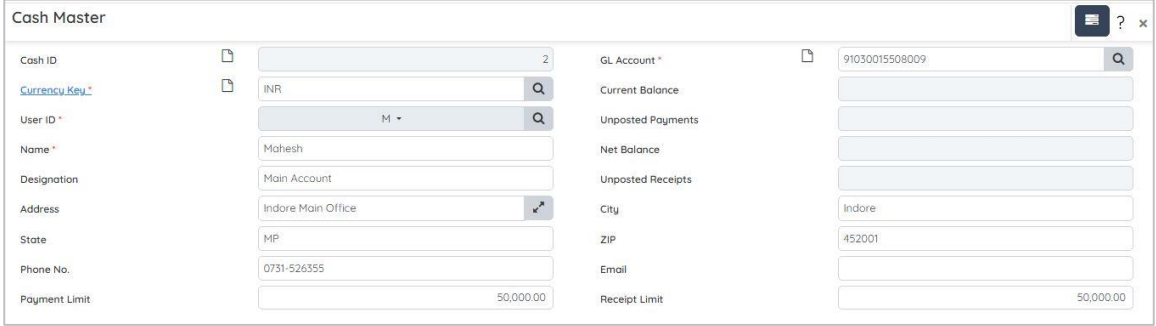
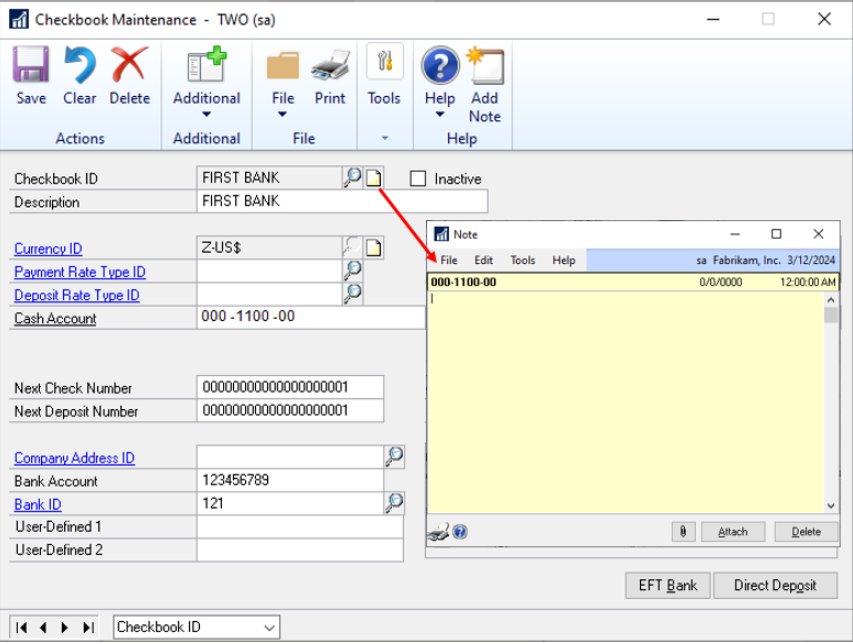
N/A in Microsoft Dynamics GP.



Bank/Cash >> Bank/Cash Master>> Bank Account Type Master.

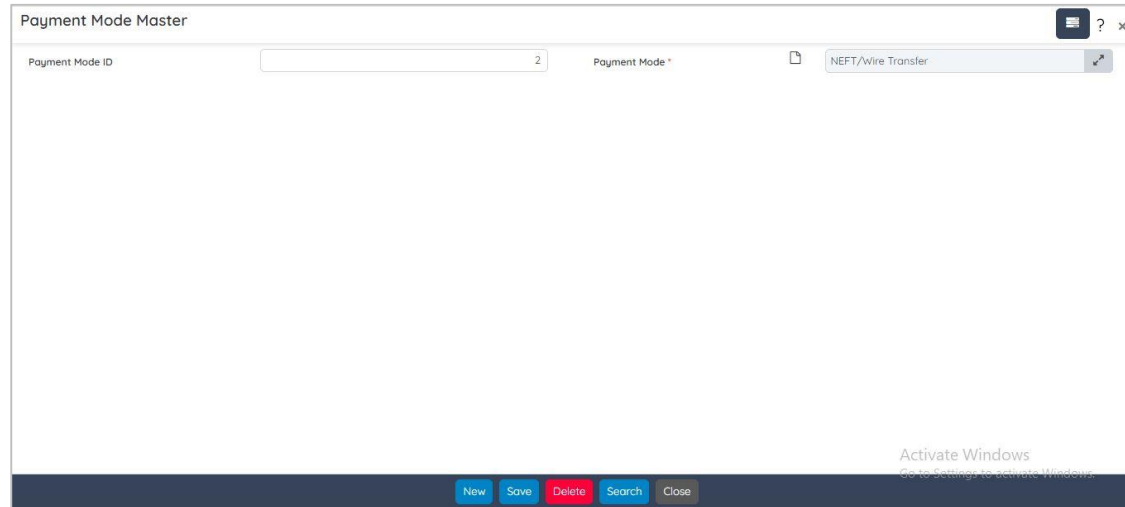


# Bank/Cash

Topic	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>Cash Master</b></p> <p>Enter and maintain details of bank accounts held by the company. Set payment and receipt limits as per your requirements.</p>  <p>Bank/Cash &gt;&gt; Bank/Cash Master&gt;&gt; Bank Master.</p>	<p><b>Cash Master</b></p> <p>Payment limit is available for Check, not available for Cash.(Screenshot not available)</p>
2.	<p><b>Cash Master</b></p> <p>Let's you authorize users to handle cash transactions for the company.</p>  <p>Bank/Cash &gt;&gt; Bank/Cash Master&gt;&gt; Cash Master.</p>	<p><b>Checkbook Maintenance</b></p> <p>Add note and attach relevant documents with Cash Master.</p>  <p>Financial &gt;&gt; Cards &gt;&gt; Financial &gt;&gt; Checkbook&gt;&gt;Cash Accounts Note Button.</p>
3.	<p><b>Payment Mode Master</b></p>	<p><b>Payables Manual Payment Entry</b></p>

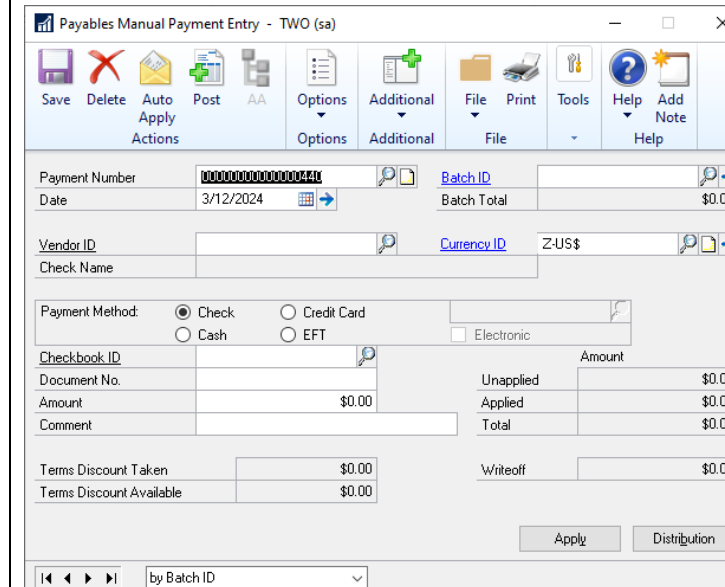


Define the mode of payment you normally use in a bank. For example: Check, NEFT, RTGS or any other.



Bank/Cash >> Bank/Cash Master>> Payment Mode Master.

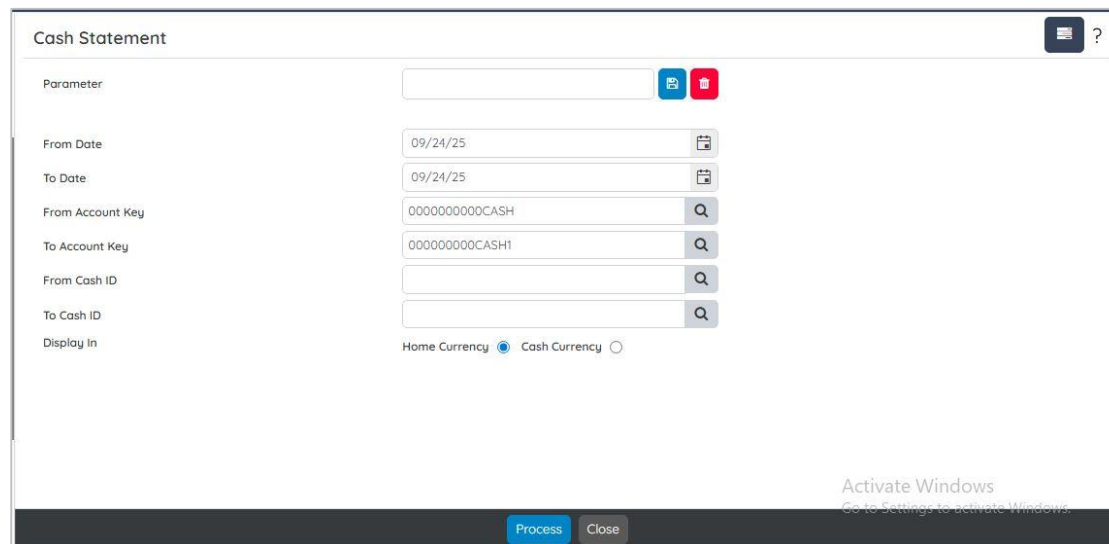
In Microsoft Dynamics GP, the *Payables Manual Payment Entry* allows you to manually enter payments to vendors. This feature is particularly useful for situations where payments need to be recorded outside of the standard payable's transaction entry process. You can select one of the payment methods as Check, Cash, Credit Card, or EFT.



Purchasing >> Transactions >> Manual Payments.

**Cash Statement**

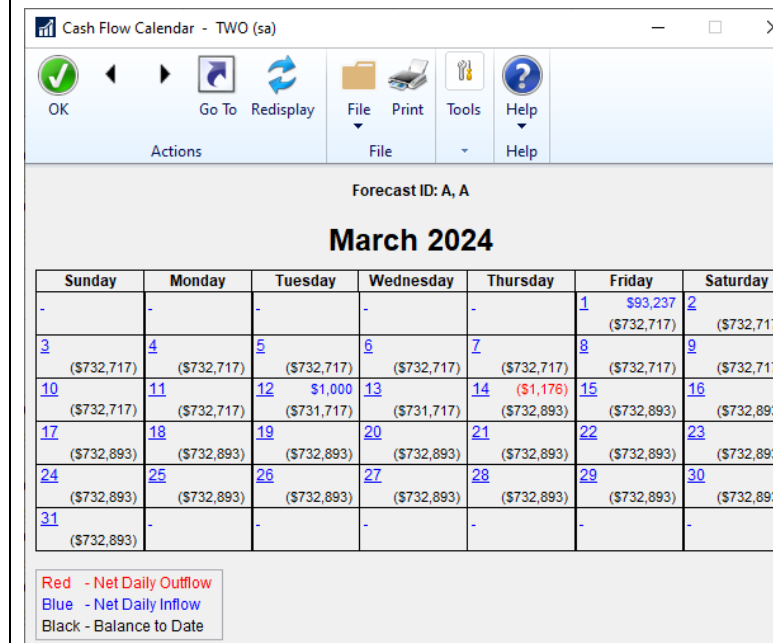
Print the cash statement that includes all the debits, the check details if the amount is transacted through cash, account number and its description, batch number, etc.



Bank Cash >> Bank/Cash Report>> Cash Statement.

**Cash Flow Calendar**

In Microsoft Dynamics GP, view the inflow and outflow of cash as per the rules defined against the cash flow forecast.



Inquiry >> Financial >> Cash Flow Calendar.

4.

5.

**Cash Flow**

Provides information about the company's cash receipts and payments over a definitive period.

**Financial Statement**

Microsoft Dynamics GP offers a range of options for generating financial statement report.



BMETR Search

### Cash Flow

Parameter

From Date

To Date

Process Close

Activate Windows  
Go to Settings to activate Windows.

Bank Cash >> Bank/Cash Report>> Cash Flow.

Financial Statement Report - TWO (sa)

Clear Email File Print Tools Help Add Note

Actions File Help

Report  
Cash Flows|

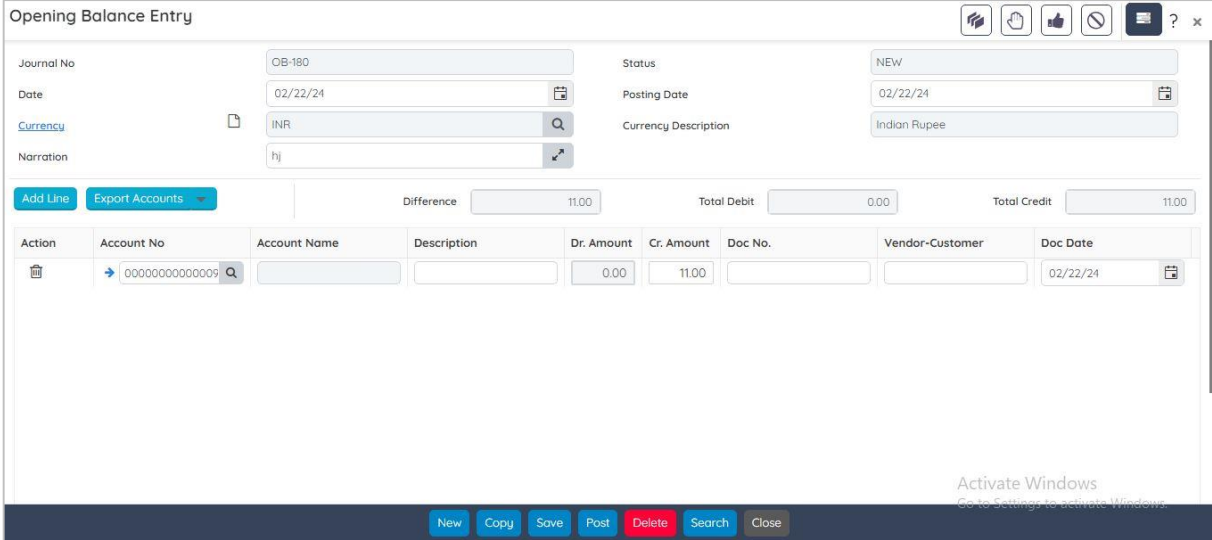
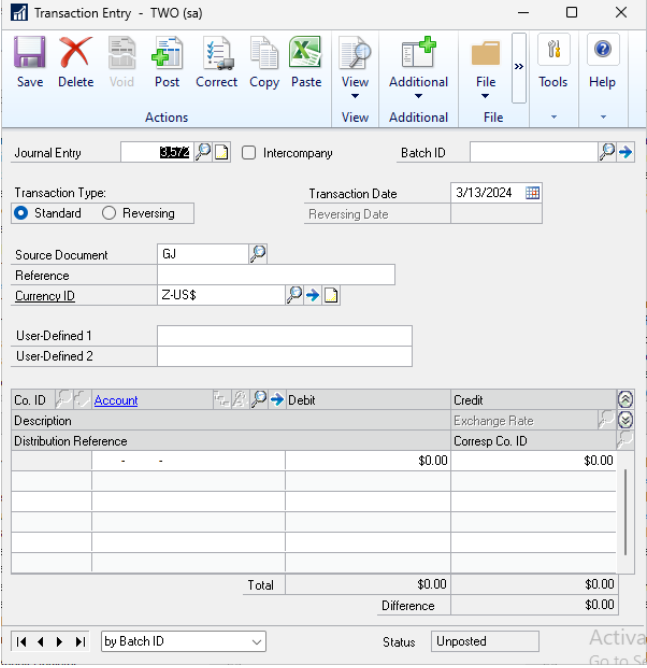
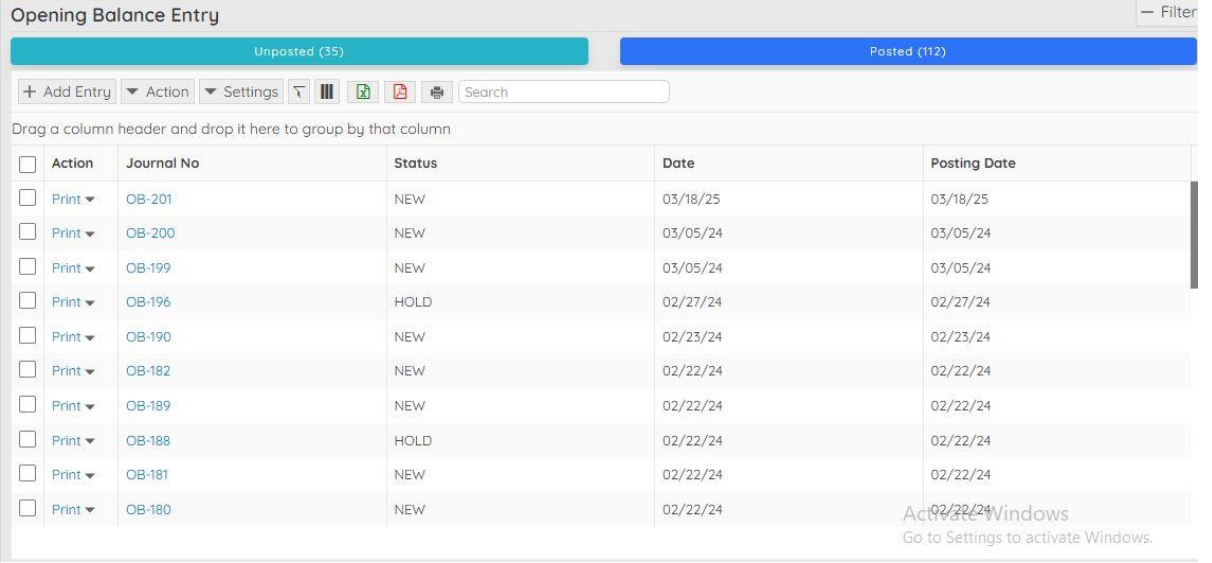
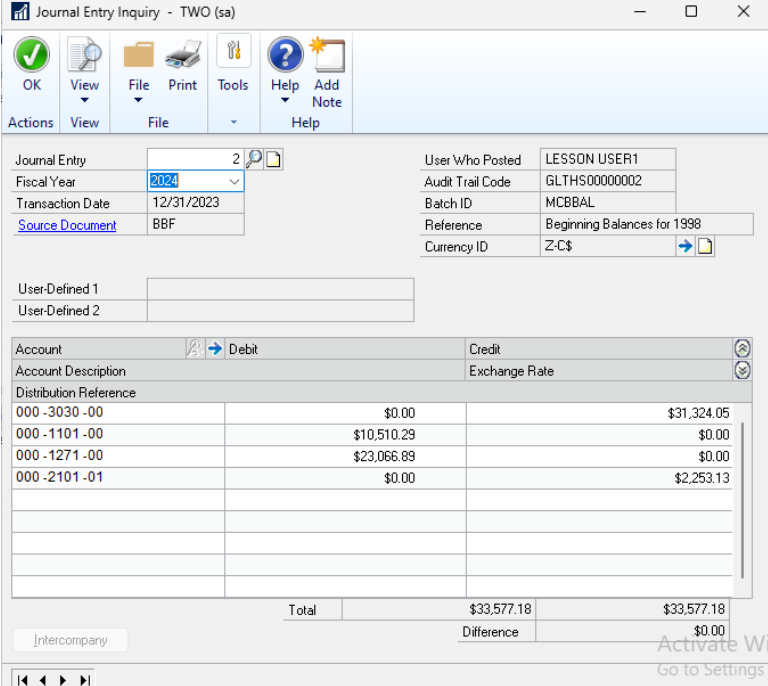
Options:

Email or Print List:

New Modify

Financial >> Reports >> Financial >> Financial Statements.



S. No	BatchMaster Web	Microsoft Dynamics GP
<p>1.</p>	<p><b>Opening Balance Entry</b> Enter or edit opening balances in BatchMaster Web.</p>  <p>General Ledger &gt;&gt; GL Transaction &gt;&gt; Opening Balance Enquiry.</p>	<p><b>Transaction Entry</b> You can Import opening balance via <i>Transaction Entry</i> Screen.</p>  <p>Transaction &gt;&gt; Financial &gt;&gt; General.</p>
<p>2.</p>	<p><b>Opening Balance Entry</b> Filter posted and un-posted entries.</p> 	<p><b>Journal Entry Inquiry</b> A tool used to research and view details of journal entries posted in the general ledger.</p> 



Financial >> Inquiry >> Financial >> Journal Entry Inquiry.

**Detail Inquiry**

View account balances and underlying transactions. Exploration of a specific transaction details like transaction dates, amounts, references etc.

Date	Journal Entry	Debit	Reference	Credit
12/31/2023	1	\$338,562.25		\$0.00
1/1/2024	13	\$0.00		\$1,847.50
1/1/2024	822	\$50.00		\$0.00
1/13/2024	482	\$0.00		\$5,000.00
1/13/2024	618	\$0.00		\$21,918.15
1/13/2024	619	\$0.00		\$36,382.83
1/13/2024	620	\$0.00		\$13,423.08
1/13/2024	621	\$0.00		\$15,429.08
Total		\$1,529,714.84		\$921,077.53

Financial >> Inquiry >> Financial >> Detail.

3.

**Journal Entry**

You can easily log in a transaction into account books.

Action	Account No	Account Name	Description	Dr. Amount	Cr. Amount
	11332224425200	Accrued - State Income Taxes		1,000.00	0.00
	11332224418000	INTERCOMPANY RECEIVABLES		0.00	1,000.00
	0000000000067500			500.00	0.00
	11332224413400	INV - Unbilled Cost & Fees		0.00	500.00

General Ledger >> GL Transaction >> Journal Entry.

4.

**Journal Entry**

BatchMaster Web provides the ability to edit posted transactions.

Action	Account No	Account Name	Description	Dr. Amount	Cr. Amount
	11332224425200	Accrued - State Income Taxes		1,000.00	0.00
	11332224418000	INTERCOMPANY RECEIVABLES		0.00	1,000.00
	0000000000067500			500.00	0.00
	11332224413400	INV - Unbilled Cost & Fees		0.00	500.00

General Ledger >> GL Transaction >> Journal Entry.

**Transaction Entry**

With the Transaction Entry window, you create and manage manual journal entries.



Transaction >> Financial >> General.

5.

**Journal Entry**

BatchMaster Web offers Import or export of Journal Entry.

General Ledger >> GL Transaction >> Journal Entry.

**Transaction Entry**

Microsoft Dynamics GP's supports import/export features. (Snapshot not available)



6.

### Journal Entry

BatchMaster Web provides the ability to reverse a journal entry.

Action	Account No	Account Name	Description	Dr. Amount	Cr. Amount
	11332224425200	Accrued - State Income Taxes		1,000.00	0.00
	11332224418000	INTERCOMPANY RECEIVABLES		0.00	1,000.00
	0000000000067500			500.00	0.00
	11332224413400	INV - Unbilled Cost & Fees		0.00	500.00

General Ledger >> GL Transaction >> Journal Entry.

### Transaction Entry via Reversing as Transaction Type

In Microsoft Dynamics GP, the *Reversing* option within the Transaction Entry lets you create a journal entry that automatically reverses itself on a specified future date.

Co. ID	Account	Debit	Credit	Description	Exchange Rate	Corresp Co. ID
			\$0.00			\$0.00
Total		\$0.00	\$0.00			
Difference			\$0.00			

Transaction >> Financial >> General.

7.

### Process Year End

Move the Income and Expense for the period into the retained earnings account. Process Year End on Trial or Final Mode.

Account Key	Description
00000000999999	Retain Earning

General Ledger >> GL Transaction >> Process Year End.

### Year End Closing

Year-end closing in Microsoft Dynamics GP's GL module involves finalizing transactions and preparing your books for the new year.



8.

**Retain Earning Account Setup**

Use the *Retain Earning Account Setup* Screen to define a Retained Earnings Account for each division / segment that you use for year ending process.

Account Key	Description	Region	Region Description
00000	Retain Earning	00	
000000000000000	Retain Earning	00	
000000000000001	Retain Earning	00	
00000000005444	Retain Earning	00	
00000000050412	Retain Earning	00	
00000000099999	Retain Earning	00	
000100000000000	Retain Earning	01	
000100000000003	Retain Earning	01	
000100000000000	Retain Earning	01	

Setup >> Finance Setup >> Retain Earning Account Setup.

Financial >> Routines >> Financial >> Year-End Closing.

**Financial Statements**

Microsoft Dynamics GP facilitates the management of Retain Earning account through year-end closing processes and account setup.

Financial >> Reports >> Financial >> Financial Statements.

9.

**Budget Maintenance**

In BatchMaster Web you can create a new budget or modify an existing budget via Budget Maintenance.

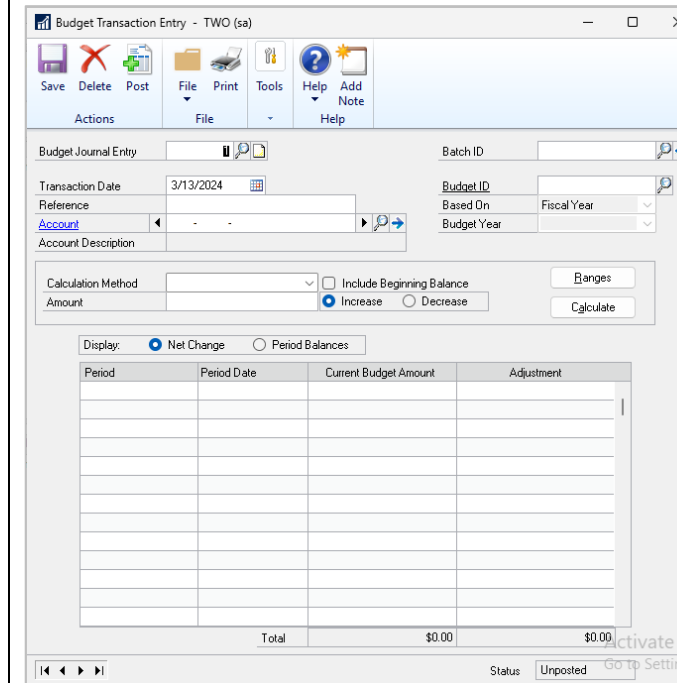
Action	Sub Key	Account Key	Description	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input type="checkbox"/>	Secured Loans	000000000		162.00	150.00	150.00	150.00	150.00	150.00	150.00

General Ledger >> GL Transaction >> Budget Maintenance.

**Budget Maintenance, Budget Transactions**

By effectively utilizing Budget Maintenance and Budget Transactions, you can gain valuable insights into your financial performance and make data-driven decisions for your organization.

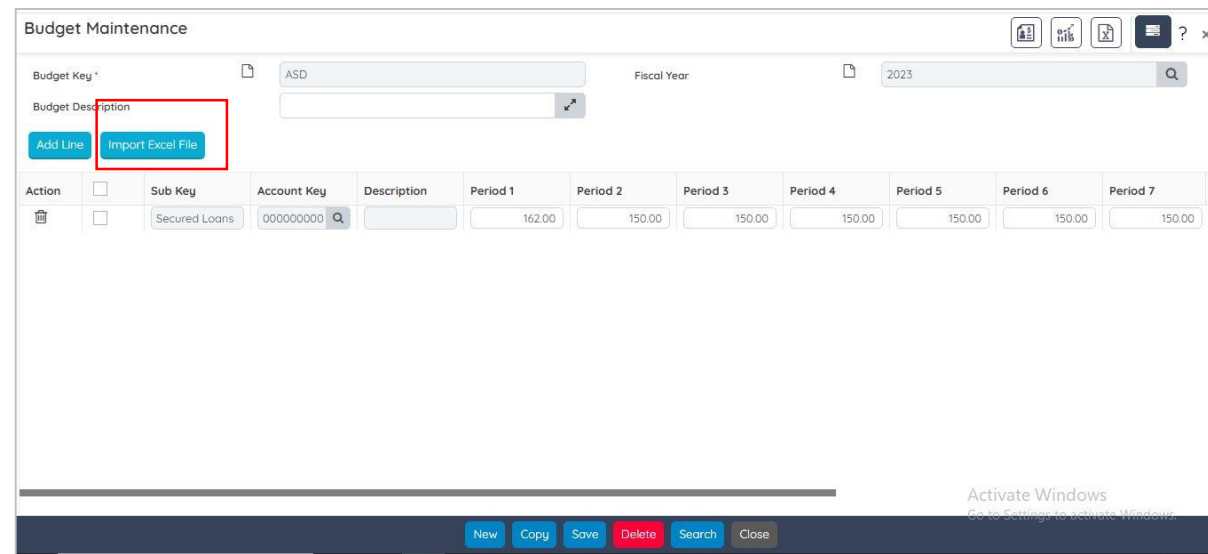
Financial >> Transactions >> Financial >> Budget Transactions.



Financial >> Cards >> Financial >> Budgets >> New or Open button >> using Microsoft Dynamics GP.

**Budget Maintenance**

You can easily import budget entries from an excel sheet to BatchMaster Web.

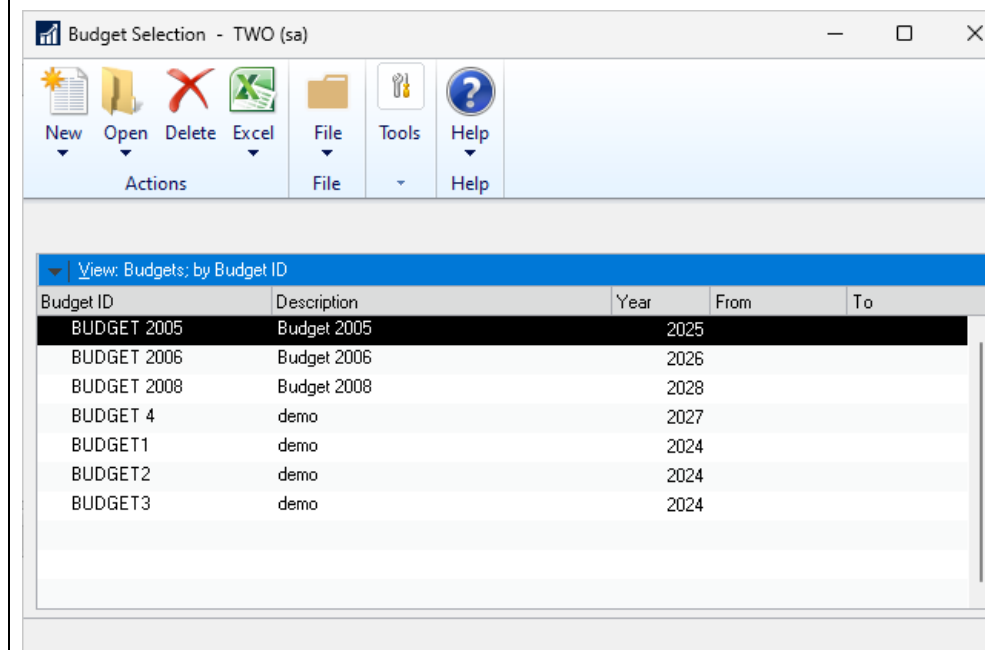


10.

General Ledger >> GL Transaction >> Budget Maintenance.

**Budget Selection**

Budget selection functionalities are usually integrated within the reports and inquiries that utilize budget data. The selection process involves choosing from the pre-defined budgets you've already created or imported data into.



Financial >> Cards >> Financial >> Budgets.

**Consolidated GL**

Post consolidated data only to the actual GL accounts.

11.

**Transaction Entry**



Posting consolidated data in Microsoft Dynamics GP via the *Transaction Entry* Screen ensures accurate integration of financial information from multiple sources, streamlines reporting processes, and facilitates real-time visibility into the financial health of the organization.

Consolidate GL

Journal Batch Series: OI - Journl Batch Series for Inventory

From: OI - 2265 To: OI - 2268

From Date: dd/MM/yyyy To Date: 24/09/2025

Upload to Finance:

GLs in Range

Journal Batch No.	Journal
<input type="checkbox"/> OI-2265	OI
<input type="checkbox"/> OI-2267	OI
<input type="checkbox"/> OI-2268	OI

Consolidated GL Details

Account	Amount	Description	Apply Date
No records yet created.			

Buttons: Selected GL Details, View Consolidated GL, Post, Close

General Ledger >> GL Transaction >> Consolidated GL.

Transaction Entry - TWO (sa)

Journal Entry:  Intercompany Batch ID: [ ]

Transaction Type:  Standard  Reversing

Transaction Date: 3/13/2024

Source Document: GJ

Reference: [ ]

Currency ID: Z-US\$

User-Defined 1: [ ]

User-Defined 2: [ ]

Co. ID	Account	Debit	Credit
	Description	Exchange Rate	
	Distribution Reference	Corresp Co. ID	
		\$0.00	\$0.00
Total		\$0.00	\$0.00
Difference		\$0.00	\$0.00

Status: Unposted

Transaction >> Financial >> General.

12.

**Consolidated GL**

Allows you to consolidate your GL transactions within a specified date range.

General Ledger >> GL Transaction >> Consolidated GL.

**Period Consolidation**

Period consolidation in Microsoft Dynamics GP via the *Transaction Entry* Screen allows for the aggregation of financial data across specified time frames, enabling comprehensive analysis, reporting, and decision-making while maintaining data integrity and compliance with accounting standards.

Period Consolidation - TWO (sa)

Year:  Open  History 2024

Period: 0 Beginning Balance Ranges

Financial >> Routines >> Financial >> Period Consolidation.

13.

**Customer Vendor GL**

**Customer/Vendor Transactions**



Manage the account entries for customers who are also vendors and record a payment as a consolidated amount for the difference between the accounts.

General Ledger >> GL Transaction >> Customer Vendor GL.

Centralizes financial data management, facilitating accurate billing, payments, and tracking of customer/vendor interactions.

Sales >> Transactions >> Customer/Vendor Transactions.

14.

**Allocation Maintenance**

Procedures for distributing or allocating expenses of one account to individual accounts.

Setup>> GL Master>> Allocation Maintenance.

**Variable Allocation / Fixed Allocation**

Enable precise distribution of costs across various accounts or departments, optimizing resource allocation and enhancing cost visibility.



Fixed Allocation Maintenance - TWO (sa)

Save Clear Delete File Print Tools Help Add Note

Account: 000-6190-00 Inactive

Description: Utilities Expense

Alias: UEX

Distribution Account	Percent
100-6190-00	5.00%
200-6190-00	5.00%
300-6190-00	35.00%
400-6190-00	20.00%
500-6190-00	10.00%
600-6190-00	25.00%
-	0.00%
Total	100.00%

Level of Posting from Series:

Sales: Detail

Inventory Control: Detail

Purchasing: Detail

Payroll: Detail

Include in Lookup:

Sales

Inventory Control

Purchasing

Payroll

by Account Type

Financial >> Cards >> Financial >> Variable Allocation / Fixed Allocation.

**GL Reconciliation**  
N/A in BatchMaster Web.

15.

**Reconcile**

Ensure accuracy between internal records and external statements, enhancing financial integrity and compliance.

Reconcile Financial Information - TWO (sa)

File Tools Help Add Note

File Help

Reconcile:

Allocation Accounts

Year:  All  Open  History

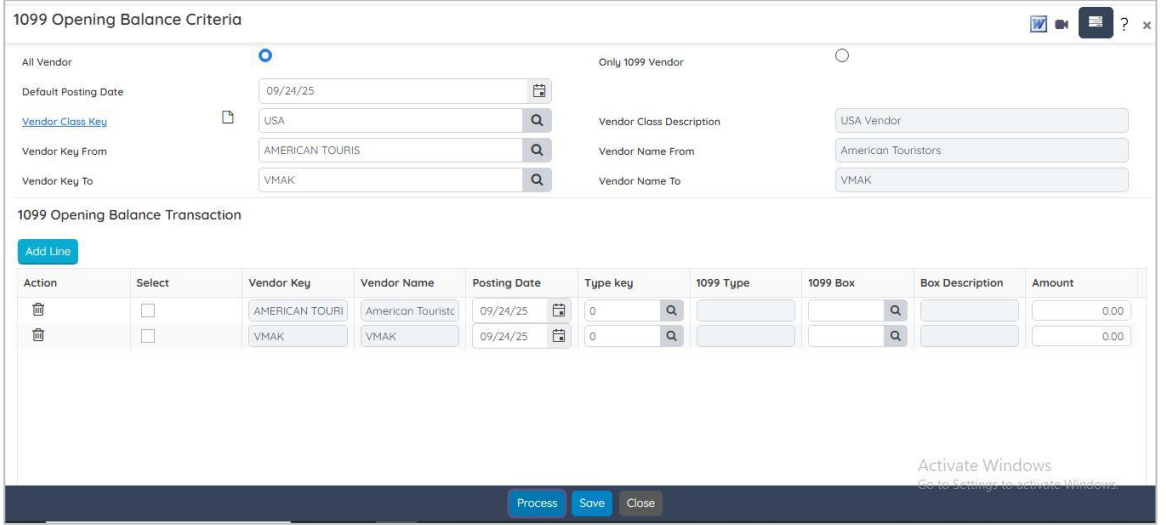
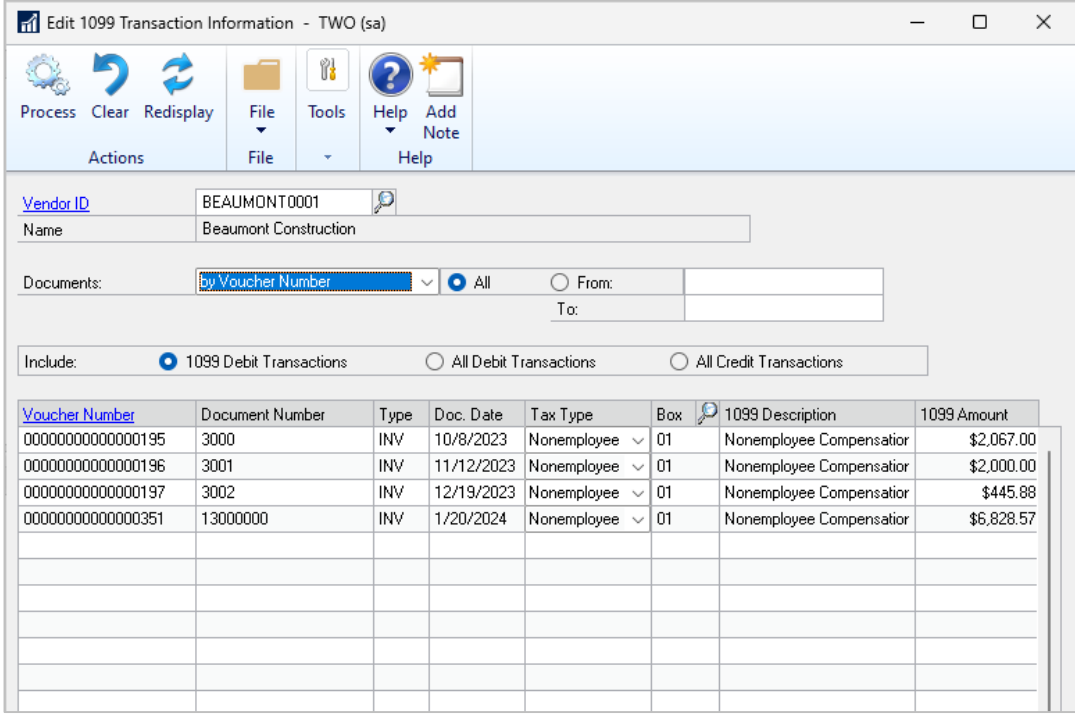
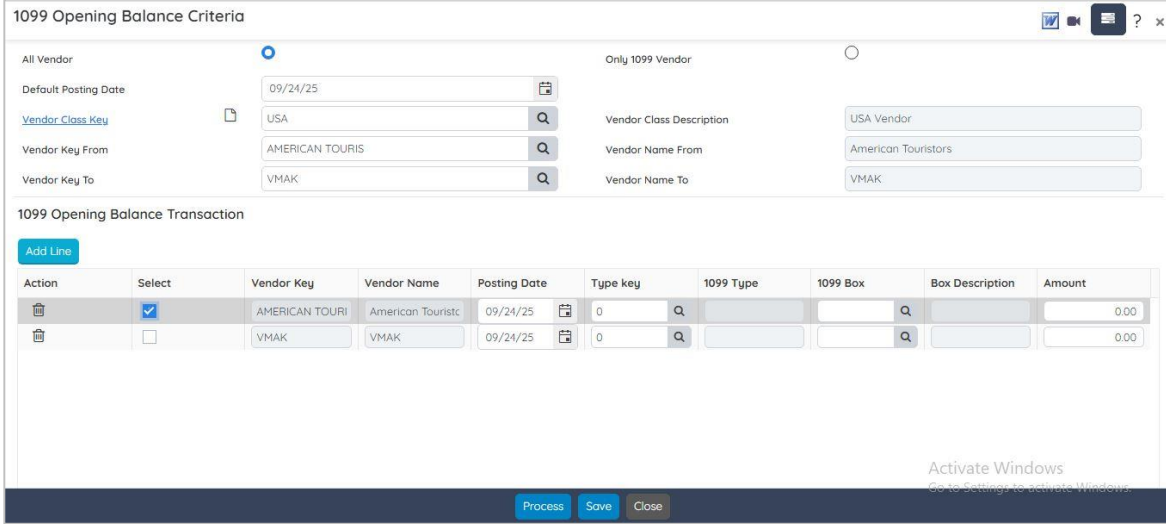
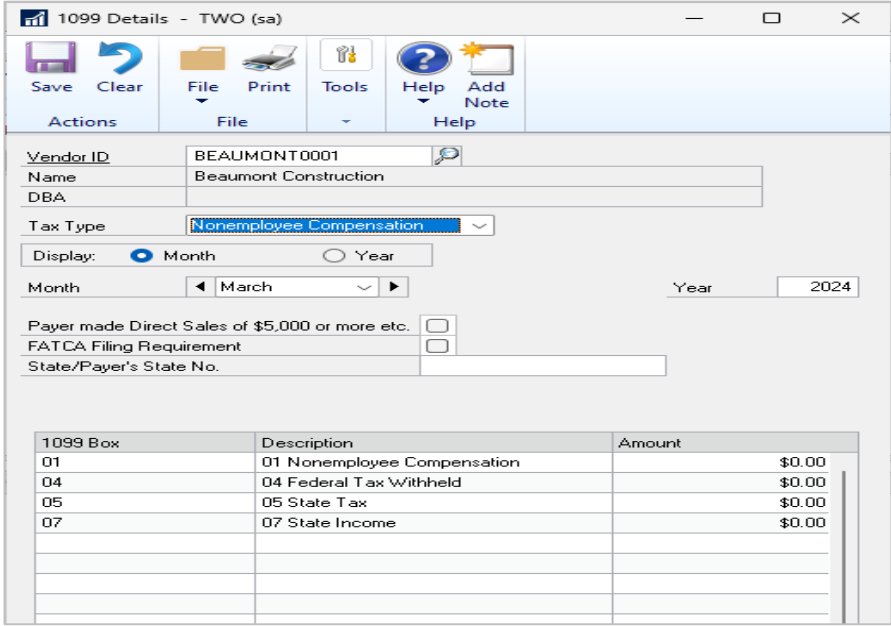
Batches

Reconcile

Financial >> Utilities >> Financial >> Reconcile.



# Account Payable

S. No	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>1099 Opening Balance Transaction</b> Enter your opening balances for 1099 payments.</p>  <p>Accounts Payable &gt;&gt; AP Transaction &gt;&gt; 1099 Opening Balance Transaction.</p>	<p><b>Edit 1099 Transaction Information</b> Provides flexibility to adjust vendor payment details, ensuring compliance with tax reporting requirements.</p>  <p>Purchasing &gt;&gt; Transactions &gt;&gt; Edit 1099 Transaction Information.</p>
2.	<p><b>1099 Opening Balance Transaction</b> Enter your opening balances for 1099 payments.</p>  <p>Accounts Payable &gt;&gt; AP Transaction &gt;&gt; 1099 Opening Balance Transaction.</p>	<p><b>1099 Details</b> Enables accurate tracking and reporting of vendor payments subject to IRS 1099 regulations.</p> 



Purchasing >> Cards >> 1099 Details.

### 1099 Opening Balance Transaction

Enter your opening balances for 1099 payments.

1099 Opening Balance Criteria

All Vendor  Only 1099 Vendor

Default Posting Date: 09/24/25

Vendor Class Key: USA Vendor Class Description: USA Vendor

Vendor Key From: AMERICAN TOURIS Vendor Name From: American Touristors

Vendor Key To: VMAK Vendor Name To: VMAK

1099 Opening Balance Transaction

[Add Line](#)

Action	Select	Vendor Key	Vendor Name	Posting Date	Type key	1099 Type	1099 Box	Box Description	Amount
	<input checked="" type="checkbox"/>	AMERICAN TOURIS	American Touristc	09/24/25	0				0.00
	<input type="checkbox"/>	VMAK	VMAK	09/24/25	0				0.00

Process Save Close

Accounts Payable >> AP Transaction >> 1099 Opening Balance Transaction.

### Edit 1099 Transaction Information, 1099 Details

Accurate tracking of vendor payments from the beginning of the fiscal year. Also, provides flexibility to adjust prior 1099 data, aiding in corrections and ensuring accurate tax reporting.

Edit 1099 Transaction Information - TWO (sa)

Process Clear Redisplay File Tools Help Add Note

Vendor ID: COMNETEN001 Name: Comnet Enterprises, Inc

Documents: by Voucher Number All From: To:

Include:  1099 Debit Transactions  All Debit Transactions  All Credit Transactions

Voucher Number	Document Number	Type	Doc. Date	Tax Type	Box	1099 Description	1099 Amount
00000000000000176	5000	INV	7/11/2023	Nonemployee	01	Nonemployee Compensator	\$1,500.00
00000000000000177	5001	INV	9/26/2023	Nonemployee	01	Nonemployee Compensator	\$1,554.60
00000000000000178	5002	INV	10/28/2023	Nonemployee	01	Nonemployee Compensator	\$3,595.00
00000000000000179	5003	INV	11/21/2023	Nonemployee	01	Nonemployee Compensator	\$1,150.50
00000000000000180	5004	INV	12/16/2023	Nonemployee	01	Nonemployee Compensator	\$4,400.00
00000000000000259	15001	INV	1/15/2024	Nonemployee	01	Nonemployee Compensator	\$15,000.00

Purchasing >> Transactions >> Edit 1099 Transaction Information.

3.



1099 Details - TWO (sa)

Save Clear File Print Tools Help Add Note

Vendor ID: COMNETEN0001  
 Name: Comnet Enterprises, Inc  
 DBA:   
 Tax Type: Nonemployee Compensation  
 Display:  Month  Year  
 Month: March Year: 2024  
 Payer made Direct Sales of \$5,000 or more etc.   
 FATCA Filing Requirement   
 State/Payer's State No.

1099 Box	Description	Amount
01	01 Nonemployee Compensation	\$0.00
04	04 Federal Tax Withheld	\$0.00
05	05 State Tax	\$0.00
07	07 State Income	\$0.00

Purchasing >> Cards >> 1099 Details.

**AP Voucher**

Maintain a non-inventory adjustment against any vendor. AP Voucher\Debit Notes, Printing of Vouchers.

4.

AP Voucher

Voucher No.: VC0720284 Status: NEW  
 Transaction Number: 1100282 Voucher Date: 07/10/20  
 Vendor Key: 2345 Vendor Name: Global Suppliers  
 Ship To Key: NGP Ship To Name: Food Corporation Branch  
 Vendor PO Number: P0000182 Vendor Invoice Number:   
 Invoice Date: 07/10/20 Currency: USD  
 1099 Type: 6 1099 Type Description: AS1  
 1099 Box: Test1 1099 Box Description: Test Desc  
 TDS Type: Interest other than Interest on Securities Comment:   
 Sub Total: 500.00 Tax Amount: 50.00 Voucher Total (USD): 550.00 1099 Amount: 550.00  
 TDS Amount: 50.00

Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments	TDS Type	TDS Rc
	Misc Charge	GM	5,000	100.000000	500.00	API	550.00	9103001550		Interest oth	

New Copy Save Post Delete Search Close

Account Payable >> AP Transactions >> AP Voucher.

**Payables Transaction Entry**

Streamlines the process of recording and managing vendor invoices and payments.

Payables Transaction Entry - TWO (sa)

Save Delete Post Paste AA Options Additional File Print Print Tools Help Add Note

Voucher No.: 0000000000000461 Intercompany:  Batch ID:   
 Document Type: Invoice Doc. Date: 3/13/2024  
 Description: Invoice  
 Finance Charge  
 Misc Charge  
 Return  
 Credit Memo  
 Vendor ID:   
 Name:   
 Address ID:   
 Remit-To ID:   
 Payment Terms:   
 Currency ID: Z-US\$  
 Document Number:   
 P.O. Number:   
 Shipping Method:   
 Tax Schedule ID:   
 Purchases: \$0.00 1099 Amount: \$0.00  
 Trade Discount: \$0.00 Cash: \$0.00  
 Freight: \$0.00 Check: \$0.00  
 Miscellaneous: \$0.00 Credit Card: \$0.00  
 Tax: \$0.00 Terms Disc Taken: \$0.00  
 Total: \$0.00 On Account: \$0.00

Apply Distributions Print Check

by Batch ID Status: Unsaved

Purchasing >> Transactions >> Transaction Entry.



### AP Voucher

Maintain a non-inventory adjustment against any vendor. AP Voucher\Debit Notes, Printing of Vouchers. View Posted and Un-posted Voucher records.

Account Payable >> AP Transactions >> AP Voucher.

5.

### Purchasing All - In -One View

Consolidates procurement data into a single interface, providing comprehensive visibility into purchasing activities.

Purchasing >> Inquiry >> Purchasing All - In -One View.

### AP Voucher

In BatchMaster Web you can Void Selected Transaction.

Account Payable >> AP Transactions >> AP Voucher.

6.

### Void Historical Transactions

Enables correction of errors while preserving accurate financial records.



Void Historical Payables Transactions - TWO (sa)

Void Redisplay File Print Tools Help Add Note

Vendor ID: [ ]

Select: Document Number [ ]

All  From: [ ] To: [ ] Doc Type: All

Mark All Unmark All

Document Number	Vendor ID	Document Amount	Void Date	Posting Date	Void
10000.1	COMVEXIN0001	\$391.74	10/13/2023	1/1/2024	<input type="checkbox"/>
10/13/2023	00000000000000135	ComVex, Inc.	Z-US\$		
1002.1	CIRCUITD0001	\$1,579.32	10/22/2023	1/1/2024	<input type="checkbox"/>
10/22/2023	00000000000000089	Circuit Distributing West	Z-US\$		
1002.1	METROBUS0001	\$299.99	10/21/2023	1/1/2024	<input type="checkbox"/>
10/21/2023	00000000000000191	Metro Business Equipment	Z-US\$		
1003.1	INTERNAT0001	\$315.00	10/10/2023	1/1/2024	<input type="checkbox"/>
10/10/2023	00000000000000031	International TeleCom Assoc.	Z-US\$		
1003.1	INTERNAT0002	\$500.00	9/22/2023	1/1/2024	<input type="checkbox"/>
9/22/2023	00000000000000005	International TeleCom Assoc	Z-US\$		

Purchasing >> Transactions >> Void Historical Transactions.

**Void Open Transaction**

Void Open Payables Transactions - TWO (sa)

Void Redisplay File Print Tools Help Add Note

Vendor ID: ADVANCED0001

Select: Document Number [ ]

All  From: [ ] To: [ ] Mark All Unmark All

Voucher Number	Document Number	Document Amount	Void Date	Posting Date	Void
00000000000000374	1	\$45,000.00	1/30/2024	1/31/2024	<input type="checkbox"/>
1/30/2024	Advanced Office Systems	Z-US\$			
00000000000000276	115000	\$15,736.74	1/16/2024	1/31/2024	<input type="checkbox"/>
1/16/2024	Advanced Office Systems	Z-US\$			
00000000000000459	234	\$103.79	4/21/2027	4/21/2027	<input type="checkbox"/>
4/21/2027	Advanced Office Systems	Z-US\$			
00000000000000209	8000	\$3,268.64	10/23/2023	1/1/2024	<input type="checkbox"/>
10/23/2023	Advanced Office Systems	Z-US\$			
00000000000000211	8001	\$5,560.34	11/29/2023	1/1/2024	<input type="checkbox"/>
11/29/2023	Advanced Office Systems	Z-US\$			



Purchasing >> Transactions >> Void Open Transactions.

### Apply Payment

Keep track of payments from your customers and to your suppliers. you can process:

- Voucher against Vendors Payment Entry
- Voucher against Vendors Debit Memo
- Credit Memo against Customers Payment Entry
- Credit Memo against Customers AR Invoice

7.

Account Payable >> AP Transaction >> Apply Payment.

### Manual Payments

The manual payments in Microsoft Dynamics GP offer flexibility and control over outgoing payments. It allows for ad hoc payments outside of regular processes, facilitating timely payments to vendors.

Purchasing >> Transactions >> Manual Payments.

### Payment Entry

Account for all payments made by the company through Cash/Bank/Credit Card.

8.

Account Payable >> AP Transaction >> Payment Entry.

### Manual Payments

Manual payment entries are made using *Manual Entry* Screen.



Purchasing >> Transactions >> Manual Payments.

**Payment Entry**

Easily void the selected transaction.

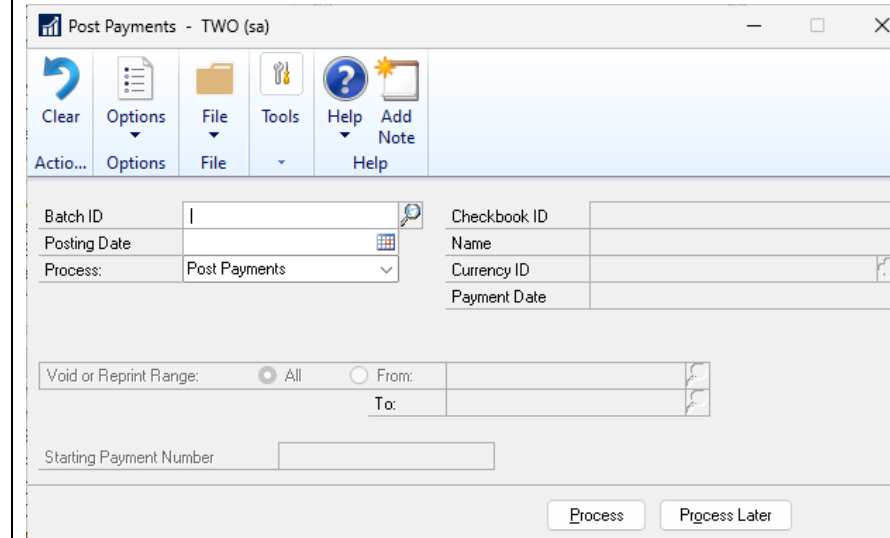


Account Payable >> AP Transaction >> Payment Entry.

9.

**Post Payments**

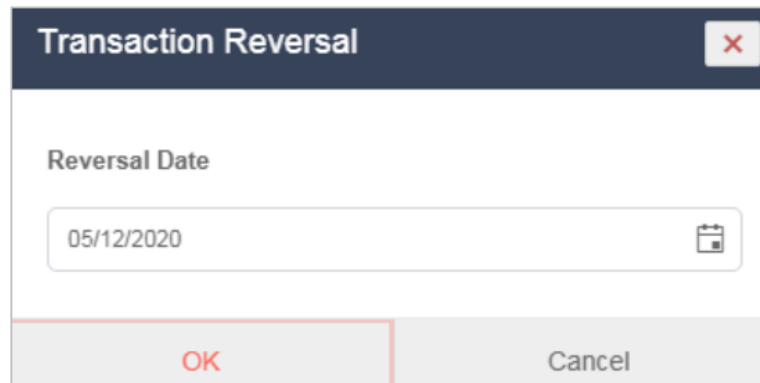
Offers an efficient way to reverse erroneous payments. This process helps maintain accurate financial records by properly updating account balances.



Purchasing >> Transactions >> Post Payments.

**Payment Entry – Transaction Reversal**

In BatchMaster Web you can Reverse a GL entry of a particular day.



Account Payable >> AP Transaction >> Payment Entry.

10.

**Transaction Entry**

Use transaction Entry to reverse a GL. That will

- Ensure accurate financial reporting.
- Improve transparency in financial records.
- Provide control over financial data.
- Streamline the correction process.



Transaction >> Financial >> General.

### Payment Range Processing

Able to process payments for a group of vouchers.

Document No.	Vendor Key	Vendor Name	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Fac.	Conversion Date	Remaining Am.	Remain
347	#100	American		12/19/16	285.71	USD	3.333333	09/24/25	224.07	
558	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
559	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
VC0417106	#100	American		04/20/17	125.00	USD	3.333333	09/24/25	125.00	

Account Payable >> AP Transaction >> Payment Range Processing.

### Build Payment Batch

It allows you to group vendor payments together for efficient processing. This helps streamline the payment process by processing multiple documents at once, instead of creating individual payments for each document.

Purchasing >> Transactions >> Build Payment Batch.

11.



### Payment Range Processing

Assign a Check number for each voucher/debit memo.

Document No.	Vendor Key	Vendor Name	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Fac.	Conversion Date	Remaining Am.	Remain
347	#100	American		12/19/16	285.71	USD	3.333333	09/24/25	224.07	
558	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
559	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
VC0417106	#100	American		04/20/17	125.00	USD	3.333333	09/24/25	125.00	

Account Payable >> AP Transaction >> Payment Range Processing.

12.

### Build Payment Batch

Check numbers in Microsoft Dynamics GP are typically assigned during the Build Payment Batch process.

Purchasing >> Transactions >> Build Payment Batch.

### Payment Range Processing

Process a wire transfer against any vendor via the *Payment Range Processing* Screen.

Document No.	Vendor Key	Vendor Name	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Fac.	Conversion Date	Remaining Am.	Remain
347	#100	American		12/19/16	285.71	USD	3.333333	09/24/25	224.07	
558	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
559	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
VC0417106	#100	American		04/20/17	125.00	USD	3.333333	09/24/25	125.00	

Account Payable >> AP Transaction >> Payment Range Processing.

13.

### Manual Payments

Allows you to effectively record wire transfer payments to vendors through the Manual Payment Entry window.

Document No.	Unapplied	Applied	Total
	\$0.00	\$0.00	\$0.00

Purchasing >> Transactions >> Manual Payments.



14.

**Payment Range Processing**

Export the vendor details into an excel sheet.

Payment Range Processing

Document No. 165 Document Status NEW

Apply Date 05/24/17 Print Status NOT PRINTED

Payment Batch No. AP Payment Mode Check

Check Book ID AXIS001 Bank Name Axis Bank

Account No. 914554788132 Currency Key INR

Assign Check Number One Check Per Vendor Assign Check Number

Vendor Key Total Amount Paid 0.00 Vendor Name Total Amount Paid (Bank Currency) 0.00

Total Amount 4.38

Document No.	Vendor Key	Vendor Name	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Fac.	Conversion Date	Remaining Am.	Remain
<input checked="" type="checkbox"/> 347	#100	American		12/19/16	285.71	USD	3.333333	09/24/25	224.07	
<input type="checkbox"/> 558	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
<input type="checkbox"/> 559	#100	American		04/20/17	2.60	USD	3.333333	09/24/25	2.60	
<input type="checkbox"/> VC0417106	#100	American		04/20/17	125.00	USD	3.333333	09/24/25	125.00	

Account Payable >> AP Transaction >> Payment Range Processing.

**List View of Vendors**

List all the vendors details and export into an excel sheet.

Microsoft Dynamics GP

Home > Purchasing > Vendors

Vendors (read only)

Vendor Name	Vendor ID	Phone Number	Contact
<input checked="" type="checkbox"/> A Travel Company	ACETRAVE0001	(298) 555-0101 Ext. 0000	Greg Powell
<input checked="" type="checkbox"/> Advanced Office Systems	ADVANCED0001	(618) 555-0102 Ext. 0000	Janice Berman
<input type="checkbox"/> Allenson Properties	ALLENSON0001	(312) 555-0103 Ext. 0000	Doug Allen
<input type="checkbox"/> AmericaCharge	AMERICAN0001	(312) 555-0104 Ext. 0000	Dan Martin
<input type="checkbox"/> Associated Insurance Inc.	ASSOCIAT0001	(800) 555-0107 Ext. 0000	Wade Tonnesson
<input type="checkbox"/> Attractive Telephone Co.	ATTRACTI0001	(312) 555-0105 Ext. 0000	Ford Marks
<input type="checkbox"/> AUSTRALIA	AUSTRALIA	(000) 000-0000 Ext. 0000	
<input type="checkbox"/> Auto Financing	AUTOFINA0001	(616) 555-0138 Ext. 0000	Lindsey Guidera
<input type="checkbox"/> Beaumont Construction	BEAUMONT0001	(312) 555-0109 Ext. 0000	Phil Beaumont
<input type="checkbox"/> Berareron Communications Sol.	BERGERON0001	(514) 555-0110 Ext. 0000	Francine M. Gerareron

2 of 102 records selected

ADVANCED0001 - Advanced Office Systems

Contact : Janice Berman Current Balance : \$75,142.43 On Order Amount : \$1,310.00

Address : 678 Sherwood Park South Last Check Amount : \$50.00 Amount Billed YTD : \$81,360.81

Arlington Heights, IL 60004-2922 Last Check Date : 4/21/2027 Payment Terms : Net 30 Any net 30 terms are subject to credit review.

USA Payment Priority : 1

Vendors >> GoTo >> Send To Excel.

15.

**Reprint Check**

Reprint the allotted Check posted against the Voucher(s) or print the Check with a new Check number.

Reprint Check

Document Number 105 Check Book ID 50001

Check Number From 50075 Payment Number PY160084

Check Number To 50075 Payment Number PY160084

Assign New Check  Reprint Same Check

New Check Book ID 123 Bank ID 102

Last Used Check Number 11

Process Close

Account Payable >> AP Transaction >> Reprint Check.

**Check Information**

Provide concise summaries of payment details.

Check Information Reports - TWO (sa)

Clear Email File Print Tools Help Add Note

Actions File Help

Reports: Check Distribution

Options: demo Insert >> Remove

Email or Print List: Check Distribution-demo

New Modify

Purchasing >> Reports >> Check Information.

16.

**Reprint Check**

Print the check with new check number - Check Formats.

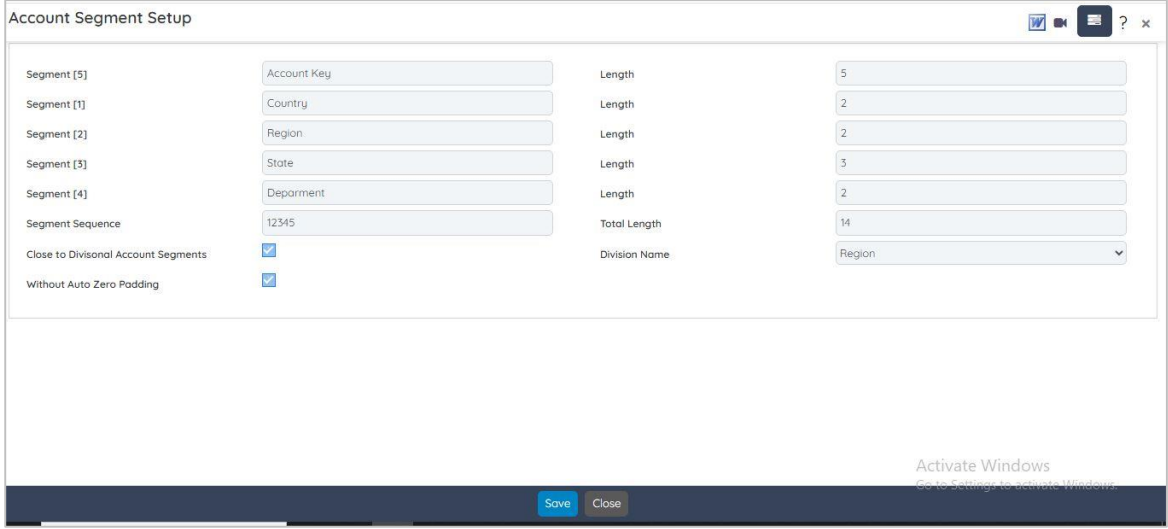
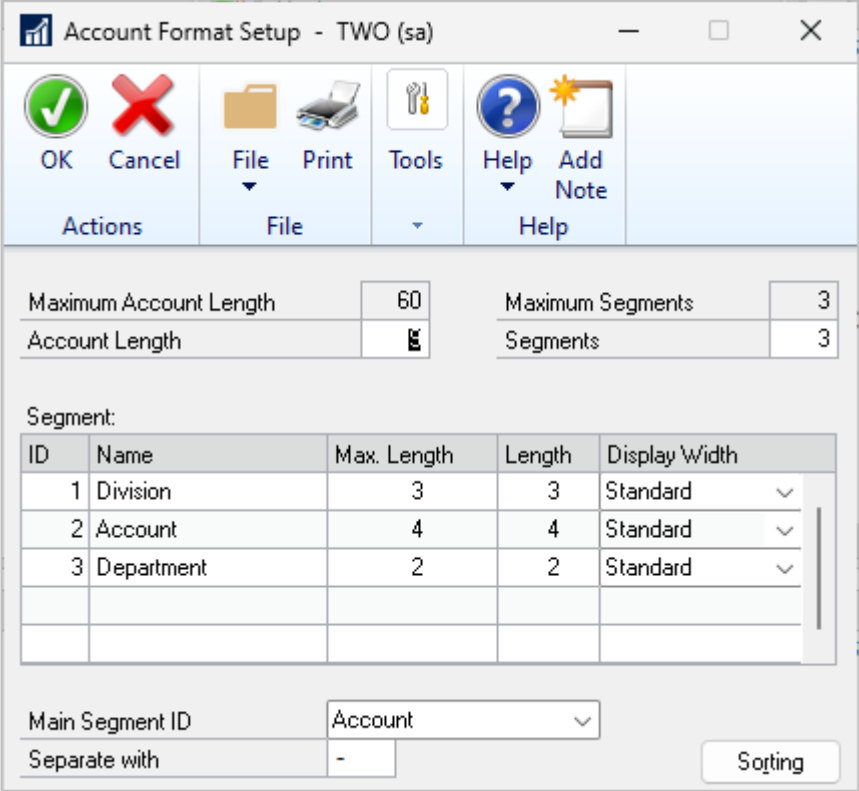
**Transaction Entry**

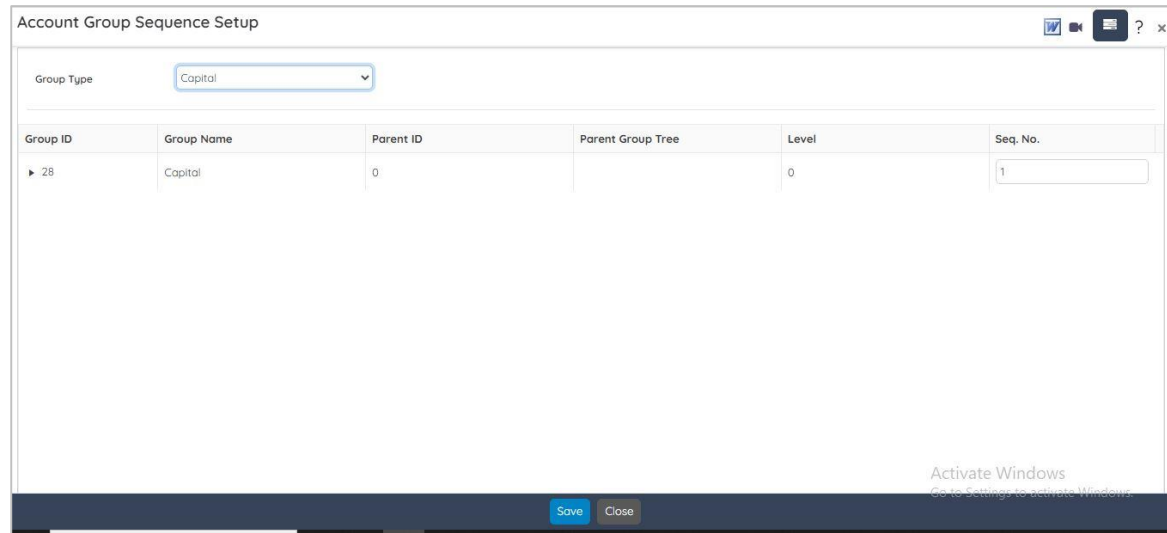
In Microsoft Dynamics GP the *Transaction Entry* Screen ensure proper documentation of payments, helps accurate record-keeping and audit trails.



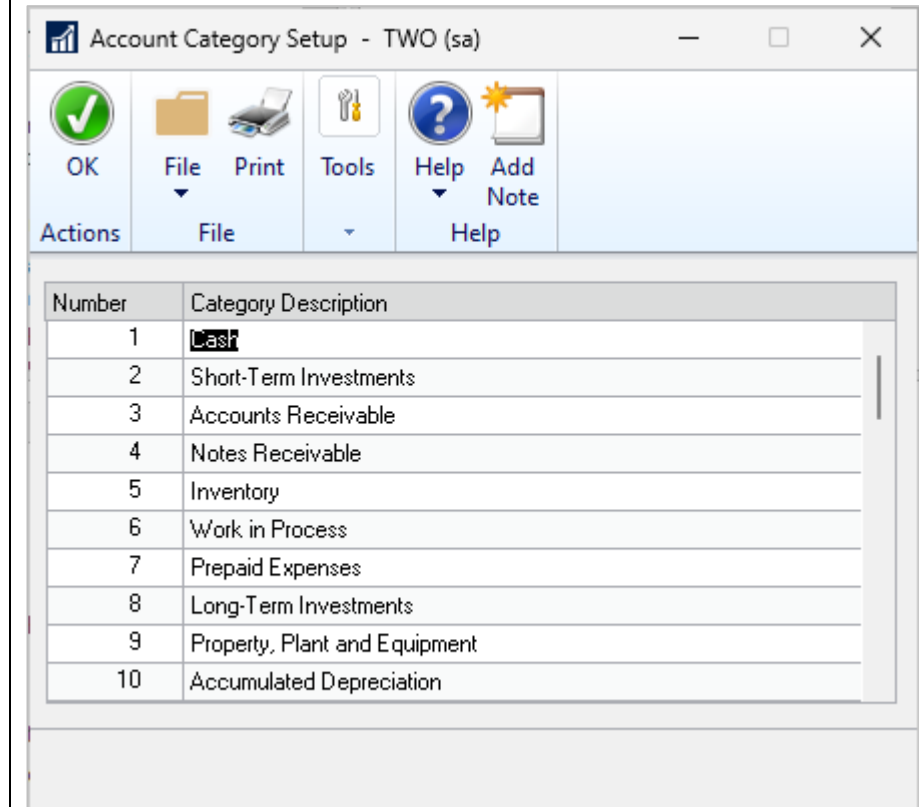


# Finance Setup

S. No	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>Account Segment Setup</b></p> <p>In BatchMaster Web, defining an account segment setup is essential for arranging financial data, allowing better reporting and analysis, supporting cost allocation, and ensuring compliance with regulations in business systems.</p>  <p>Setup &gt;&gt; Finance Setup &gt;&gt; Account Segment Setup.</p>	<p><b>Account Format Setup</b></p> <p>The Account Format Setup in Microsoft Dynamics GP serves as the foundation for effective financial management within an organization, enabling accurate recording, reporting, and analysis of financial data. Here you can define account segments and their character lengths, which will be used system-wide throughout the Microsoft Dynamics GP.</p>  <p>Administration &gt;&gt; Setup &gt;&gt; Company &gt;&gt; Account Format.</p>
2.	<p><b>Account Group Sequence Setup</b></p> <p>In BatchMaster Web, define the sequence in which the account groups will be displayed in the financial statement(s). The system will use this sequence when printing the balance sheet and income statement.</p>	<p><b>Account Category Setup</b></p> <p>The <i>Account Category Setup</i> in Microsoft Dynamics GP is essential for organizing the chart of accounts, streamlining financial reporting, enabling analysis, and supporting informed decision-making within an organization.</p>



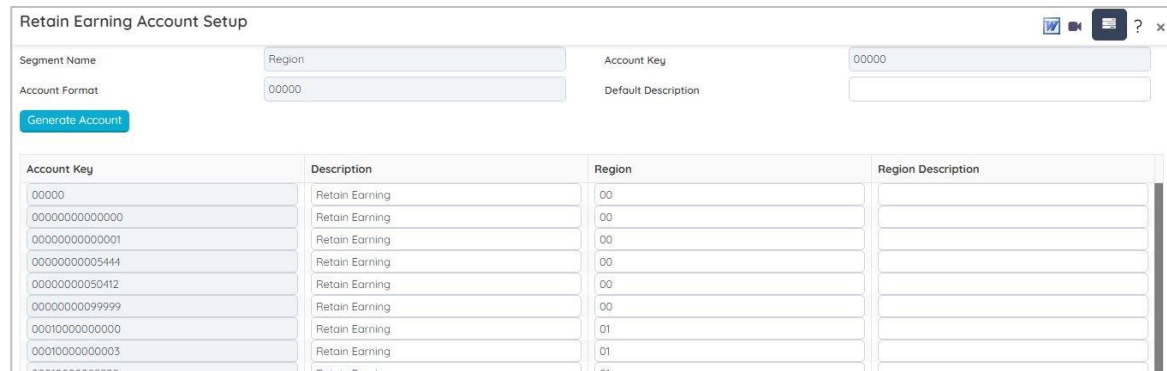
Setup >> Finance Setup >> Account Group Sequence Setup.



Financial >> Setup >> Financial >> Category.

### Retain Earning Account Setup

In BatchMaster Web, define a Retained Earnings Account for each division / segment that you use for year ending process.

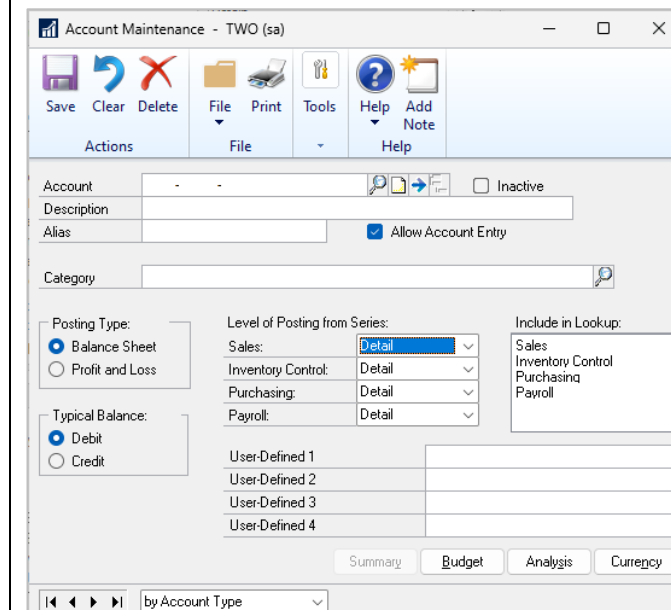


3.

Setup >> Finance Setup >> Retain Earning Account Setup.

### Account Maintenance

The *Account Maintenance* Screen in Microsoft Dynamics GP serves as a default setting for managing the chart of accounts. Setting up retained earnings accounts in Microsoft Dynamics GP enables precise tracking of accumulated profits or losses over time.





Financial >> Cards >> Financial >> Account.

**Finance Series**

In BatchMaster Web, generate various series to be used as prefixes to the Finance Number.

Setup >> Finance Setup >> Finance Series.

**Source Document**

In Microsoft Dynamics GP, Source Document Setup serve as the foundation for recording transactions.

Administration >> Setup >> Posting >> Source Document.

4.

**Multidimensional Setup**

5. In BatchMaster Web, dimensions in finance provide additional granularity and context for analysing financial data, allowing organizations to make informed decisions and drive business growth.

**Multidimensional Setup**

In Microsoft Dynamics GP, this can be achieved via Analytical Accounting (You need to implement the same, snapshot not available)



### Multi-Dimensional Setup



Seq No.	Active	Dimension	Description
1	<input checked="" type="checkbox"/>	Dimension 1	Project
2	<input checked="" type="checkbox"/>	Dimension 2	Work Center
3	<input checked="" type="checkbox"/>	Dimension 3	OptiPro
4	<input checked="" type="checkbox"/>	Dimension 4	BMM
5	<input checked="" type="checkbox"/>	Dimension 5	GMM

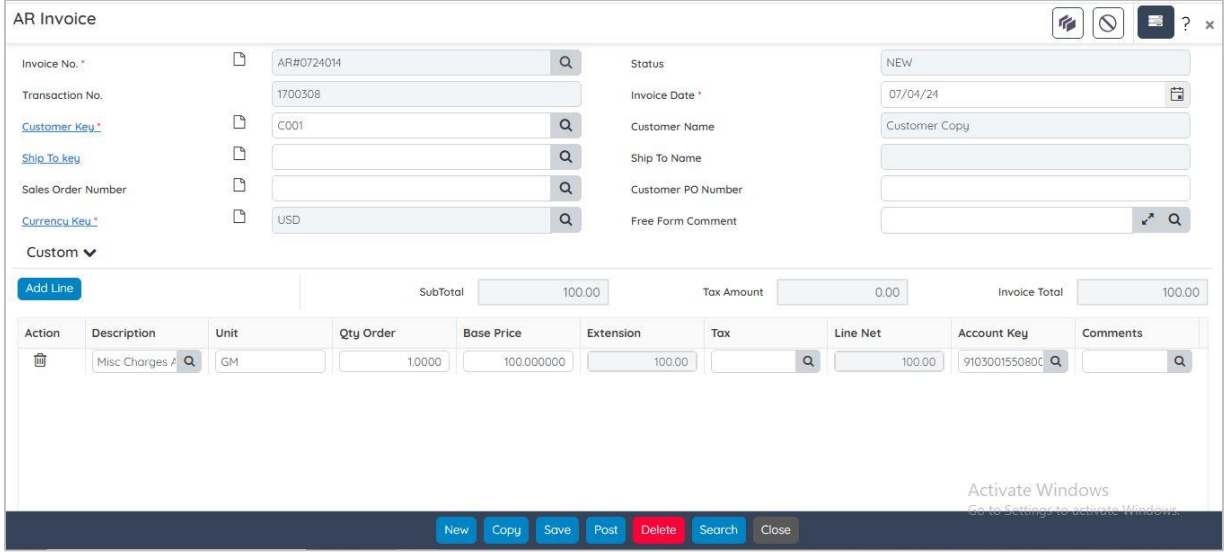
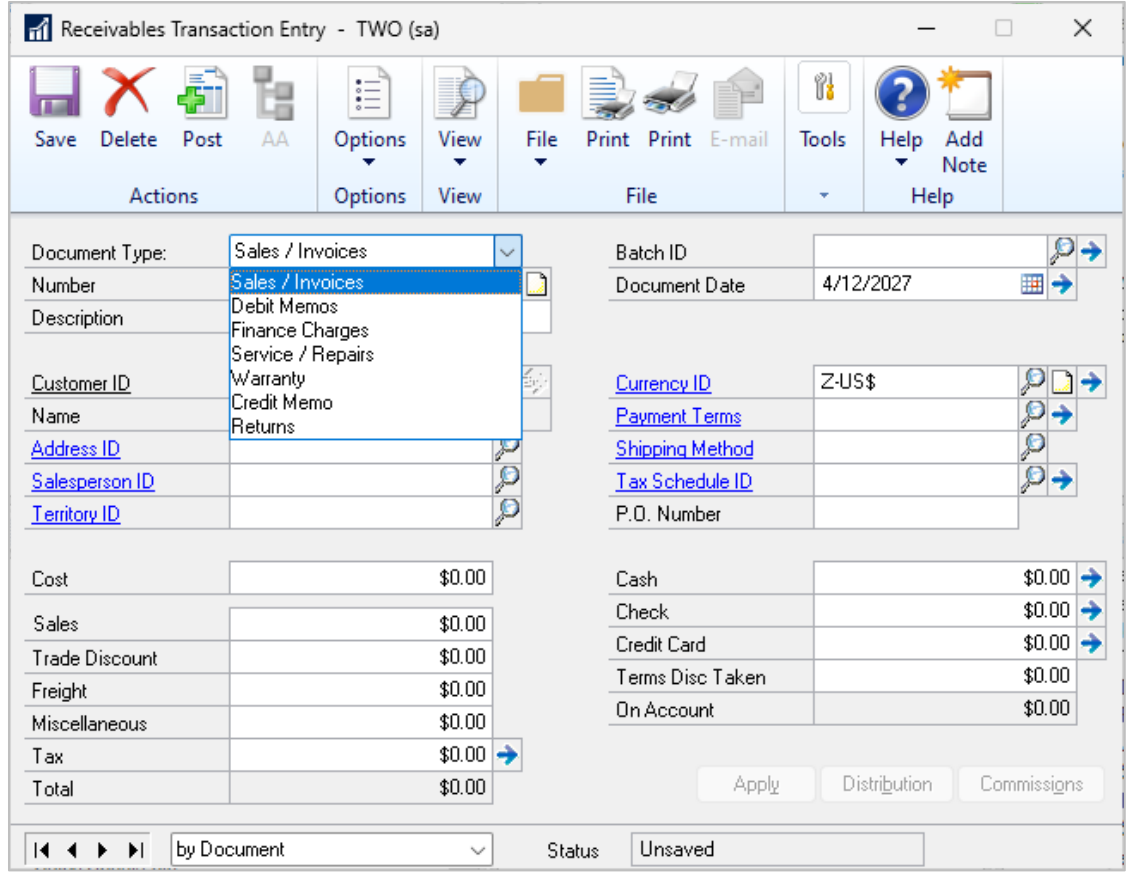
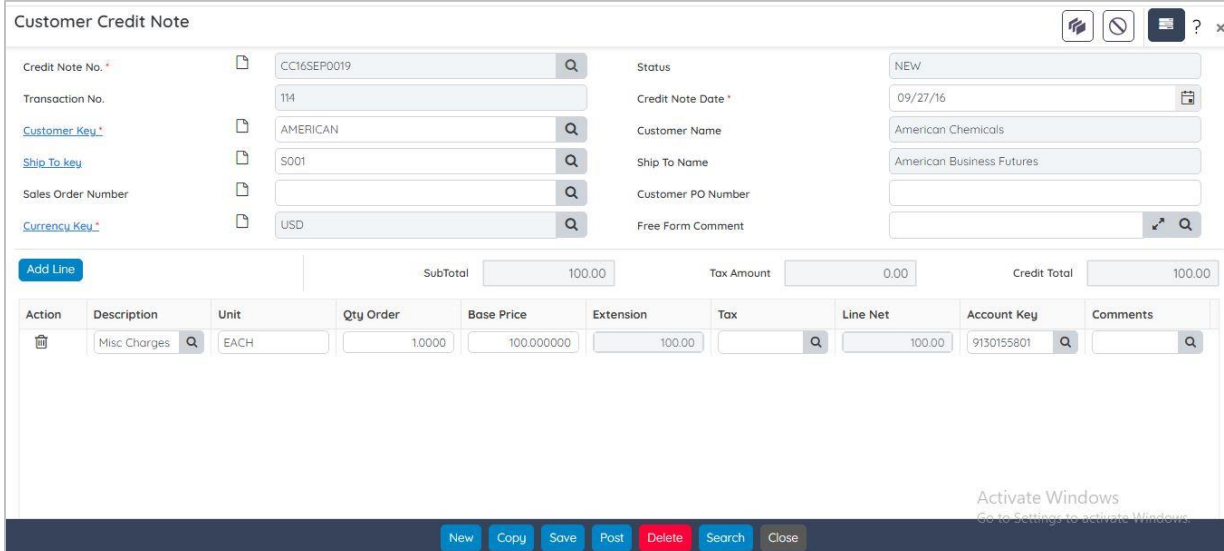
Activate Windows  
Go to Settings to activate Windows.

Save Close

Setup >> Finance Setup >> Multi-Dimensional Setup.



# Account Receivable

S. No	BatchMaster Web	Microsoft Dynamics GP																																																
<p><b>1.</b></p>	<p><b>AR Invoice\Customer Credit Note</b></p> <p>In BatchMaster Web you can maintain the Entry &amp; Posting of Invoice and Customer Credit Note.</p>  <p><b>AR Invoice</b></p> <p>Invoice No. * AR#0724014    Status: NEW</p> <p>Transaction No. 1700308    Invoice Date * 07/04/24</p> <p>Customer Key * C001    Customer Name: Customer Copy</p> <p>Ship To key    Ship To Name</p> <p>Sales Order Number    Customer PO Number</p> <p>Currency Key * USD    Free Form Comment</p> <p>SubTotal: 100.00    Tax Amount: 0.00    Invoice Total: 100.00</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> <th>Unit</th> <th>Qty Order</th> <th>Base Price</th> <th>Extension</th> <th>Tax</th> <th>Line Net</th> <th>Account Key</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td>Misc Charges</td> <td>GM</td> <td>1.0000</td> <td>100.000000</td> <td>100.00</td> <td></td> <td>100.00</td> <td>910300155080C</td> <td></td> </tr> </tbody> </table> <p>Buttons: New, Copy, Save, Post, Delete, Search, Close</p>	Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments		Misc Charges	GM	1.0000	100.000000	100.00		100.00	910300155080C		<p><b>Receivables Transaction Entry</b></p> <p>Receivables Transaction Entry streamlines the process of recording and managing customer invoices, payments, and credits, facilitating efficient accounts receivable management.</p>  <p>Receivables Transaction Entry - TWO (sa)</p> <p>Document Type: Sales / Invoices</p> <p>Number: Sales / Invoices</p> <p>Description: Debit Memos, Finance Charges, Service / Repairs, Warranty, Credit Memo, Returns</p> <p>Customer ID:    Currency ID: Z-US\$</p> <p>Name:    Payment Terms:    Shipping Method:    Tax Schedule ID:    P.O. Number:</p> <p>Batch ID:    Document Date: 4/12/2027</p> <table border="1"> <tbody> <tr><td>Cost</td><td>\$0.00</td><td>Cash</td><td>\$0.00</td></tr> <tr><td>Sales</td><td>\$0.00</td><td>Check</td><td>\$0.00</td></tr> <tr><td>Trade Discount</td><td>\$0.00</td><td>Credit Card</td><td>\$0.00</td></tr> <tr><td>Freight</td><td>\$0.00</td><td>Terms Disc Taken</td><td>\$0.00</td></tr> <tr><td>Miscellaneous</td><td>\$0.00</td><td>On Account</td><td>\$0.00</td></tr> <tr><td>Tax</td><td>\$0.00</td><td></td><td></td></tr> <tr><td><b>Total</b></td><td><b>\$0.00</b></td><td></td><td></td></tr> </tbody> </table> <p>Buttons: Apply, Distribution, Commissions</p> <p>Status: Unsaved</p>	Cost	\$0.00	Cash	\$0.00	Sales	\$0.00	Check	\$0.00	Trade Discount	\$0.00	Credit Card	\$0.00	Freight	\$0.00	Terms Disc Taken	\$0.00	Miscellaneous	\$0.00	On Account	\$0.00	Tax	\$0.00			<b>Total</b>	<b>\$0.00</b>		
Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments																																									
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Freight	\$0.00	Terms Disc Taken	\$0.00																																															
Miscellaneous	\$0.00	On Account	\$0.00																																															
Tax	\$0.00																																																	
<b>Total</b>	<b>\$0.00</b>																																																	
<p><b>2.</b></p>	<p><b>Apply Receipt</b></p> <p>Track the receipts from your customers and suppliers. Also create a receipt entry using Cash/Bank/Credit Card.</p>  <p><b>Customer Credit Note</b></p> <p>Credit Note No. * CC16SEP0019    Status: NEW</p> <p>Transaction No. 114    Credit Note Date * 09/27/16</p> <p>Customer Key * AMERICAN    Customer Name: American Chemicals</p> <p>Ship To key    Ship To Name: American Business Futures</p> <p>Sales Order Number    Customer PO Number</p> <p>Currency Key * USD    Free Form Comment</p> <p>SubTotal: 100.00    Tax Amount: 0.00    Credit Total: 100.00</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> <th>Unit</th> <th>Qty Order</th> <th>Base Price</th> <th>Extension</th> <th>Tax</th> <th>Line Net</th> <th>Account Key</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td>Misc Charges</td> <td>EACH</td> <td>1.0000</td> <td>100.000000</td> <td>100.00</td> <td></td> <td>100.00</td> <td>9130155801</td> <td></td> </tr> </tbody> </table> <p>Buttons: New, Copy, Save, Post, Delete, Search, Close</p>	Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments		Misc Charges	EACH	1.0000	100.000000	100.00		100.00	9130155801		<p><b>Cash Receipt Entry</b></p> <p>Simplifies the recording of customer payments, streamlining the accounts receivable process.</p>																												
Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments																																									
	Misc Charges	EACH	1.0000	100.000000	100.00		100.00	9130155801																																										



Accounts Receivable >> AR Transactions >> Apply Receipt.

Sales >> Transactions >> Cash Receipts.

**Apply Receipt**

Facilitate posting of GL transactions as per the current currency rate.

Accounts Receivable >> AR Transactions >> Apply Receipt.

**Cash Receipt Entry**

Posting GL transactions via Cash Receipt Entry ensures real-time updates to the general ledger, providing immediate visibility into financial transactions.

Sales >> Transactions >> Cash Receipts.

**Apply Receipt**

Auto-apply feature to fill the apply amount value in accordance with the remaining amount.

**Cash Receipt Entry**

Auto-apply via Cash Receipt Entry automates the process of applying payments to outstanding invoices, saving time and reducing manual effort.



Select	Invoice No./Payment No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input type="checkbox"/>	1700220	03/06/20	76.93	76.93	0.00	0.00
<input type="checkbox"/>	1700236	04/18/20	1.23	1.23	0.00	0.00
<input type="checkbox"/>	1700277	04/18/20	1.23	1.23	0.00	0.00

Accounts Receivable >> AR Transactions >> Apply Receipt.

Sales >> Transactions >> Cash Receipts.

**Receipt Entry**

In BatchMaster Web you can void any transaction using the *Receipt Entry* Screen.

Accounts Receivable >>AR Transactions >>Receipt Entry.

**Receivables Posted Transaction**

Allows easy correction and adjustment of posted transactions, ensuring data accuracy and compliance.

Sales >> Transactions >> Posted Transactions.

5.

**Receipt Entry**

Provision to reverse the GL entry of a particular day.

**Transaction Entry**

Reverse GL Entry via Transaction Entry simplifies the correction of erroneous transactions by automatically generating reversing entries.



### Transaction Reversal

Reversal Date

08/09/18

OK Cancel

Accounts Receivable >>AR Transactions >>Receipt Entry - Transaction Reversal.

### Transaction Entry - TWO (ab)

Journal Entry 3,496 Intercompany Batch ID

Transaction Type:  Standard  Reversing Transaction Date 4/12/2027 Reversing Date 4/12/2027

Source Document GJ Reference Currency ID Z-US\$

Co. ID	Account	Debit	Credit
	Description		Exchange Rate
	Distribution Reference		Corresp Co. ID
			\$0.00 \$0.00
Total		\$0.00	\$0.00
		Difference	\$0.00

Status Unposted

Transaction >> Financial >> General.

#### Write Off Customer Document

Write off over and under-payments for a range of customers, or against any document.

### Write Off Customer Documents

Writeoff Type UnderPayments Batch Series WC Writeoff Limit 100.00

Create One Writeoff per Customer Apply Date 01/01/11 Cut-off Date 09/25/25

Customer From @R002 Customer From Name @R002-NAME1

Customer To CK0090 Customer To Name @R002-NAME1

Currency INR Currency Description Indian Rupee

Total Writeoff Amount 0.00

Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
<input type="checkbox"/> CANPAC	Invoice	ARR0118007	ARR0118007	0	02/05/18	100.00	0.00	100.00
<input type="checkbox"/> @R002	Invoice	ARR0819001	ARR0819001	0	08/09/19	100.00	0.00	100.00
<input type="checkbox"/> BAJAJ	Invoice	IN-233	000217	0	07/19/17	23.51	0.00	23.51
<input type="checkbox"/> @R002	Invoice	IN-279	000263	0	08/01/17	100.00	0.00	100.00

Process Post Close

Accounts Receivable >> AR Transaction >> Writeoff Customer Documents.

#### Write Off Document

Streamline the process of adjusting accounts receivable balances for uncollectible amounts. This feature enhances accuracy in financial reporting, maintains clean and accurate customer records, and facilitates efficient management of bad debts, ultimately improving the overall financial health of the organization.

### Write Off Documents - TWO (sa)

Writeoff Type Underpayments Writeoff Limit \$100.00

Create One Writeoff per Customer Cut-off Date 4/12/2027

Customers: Customer ID From: ADVANCED0001 To: ADVANCED0001

National Accounts:  Create writeoff from Parent  Create writeoff from Child

Preview

Sales >> Routines >> Write Off Documents.

7.

8.

#### Write Off Customer Document

#### Write Off Document



Set the write-off amount for payments which are smaller/larger than the expected or required payment.

Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
CANPAC	Invoice	AR#0118007	AR#0118007	0	02/05/18	100.00	0.00	100.00
@R002	Invoice	AR#0819001	AR#0819001	0	08/09/19	100.00	0.00	100.00
BAJAJ	Invoice	IN-233	000217	0	07/19/17	23.51	0.00	23.51
@R002	Invoice	IN-279	000263	0	08/01/17	100.00	0.00	100.00

Accounts Receivable >> AR Transaction >> Writeoff Customer Documents.

Write Off Documents allows adjustment of payment amounts that are smaller or larger than expected, helping maintain accurate receivables records.

Sales >> Routines >> Write Off Documents.

**Write Off Customer Document**

Able to define the currency for the write-off entry.

Accounts Receivable >> AR Transaction >> Writeoff Customer Documents.

**Write Off Document**

Defining the currency for write-off entries via Write Off Documents in Microsoft Dynamics GP ensures accurate recording and reporting of write-offs in multi-currency environments.

Sales >> Routines >> Write Off Documents.

**Write Off Customer Document**

Able to process a Write Off Entry.

**Write Off Document**

Processing a Write Off Entry via Write Off Documents in Microsoft Dynamics GP simplifies the management of uncollectible debts by allowing for efficient adjustment and reconciliation of accounts.



Writeoff Customer Documents Report

WriteOff Batch No.	Doc. No.	Batch No.	Write-Off Amount	Status
WC25SEP0003	AR#0819001	AR#0819001	100.00	Success

Finance Batch Number :- WC25SEP0003 Updated Successfully  
WC25SEP0003

Save Close

Accounts Receivable >> AR Transaction >> Writeoff Customer Documents.

Write Off Documents - TWO (sa)

Process Cancel File Print Tools Help Add Note

Writeoff Type: Underpayments Writeoff Limit: \$100.00  
Create One Writeoff per: Customer Cut-off Date: 4/12/2027

Customers: Customer ID From: ADVANCED0001 To: ADVANCED0001

National Accounts:  
 Create writeoff from Parent  
 Create writeoff from Child

Preview

Sales >> Routines >> Write Off Documents.

11.

**Reconcile**

N/A in BatchMaster Web

**Reconcile Receivables Amounts**

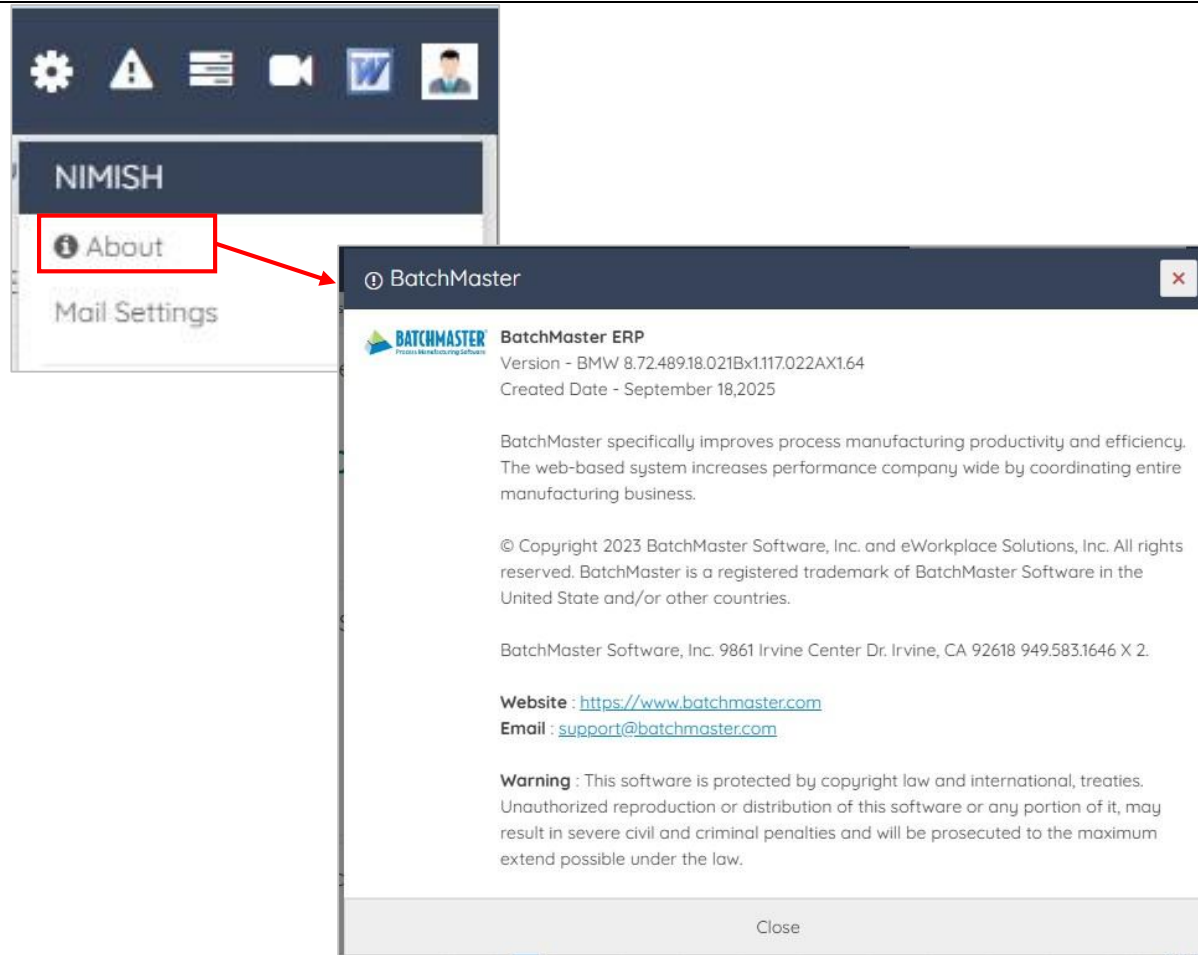
In Microsoft Dynamics GP, reconciliation facility is available.



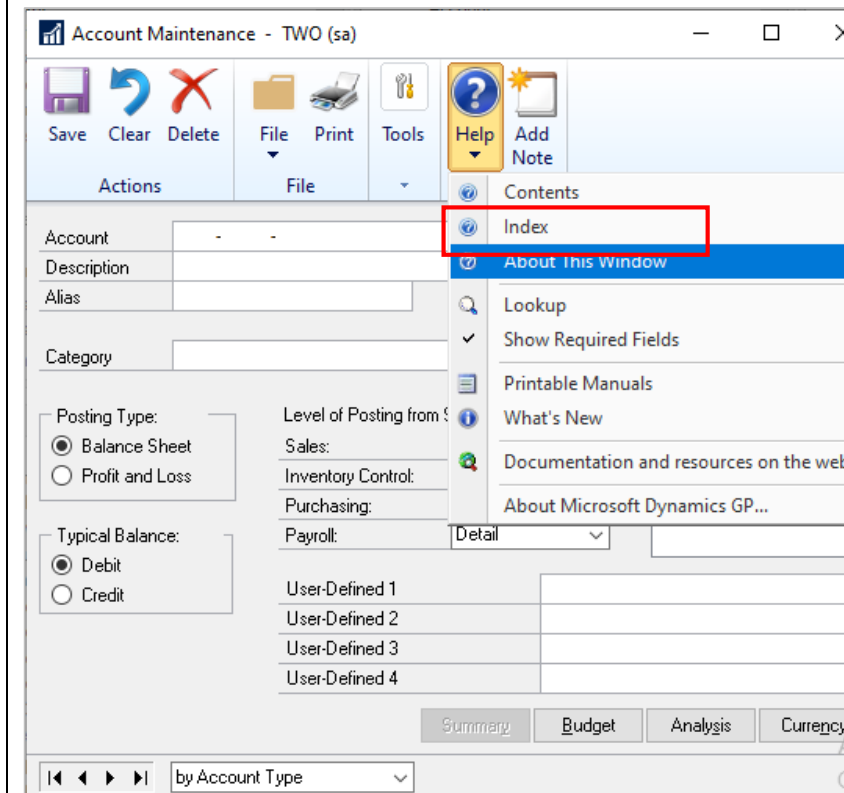
Sales >> Utilities >> Reconcile.

## Generic Features

S. No.	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>About Window</b></p> <p>Use the <i>About</i> window to view the basic information about BatchMaster Web serving several purposes:</p> <ul style="list-style-type: none"> <li>• Identification</li> <li>• Technical Information</li> <li>• Legal Notice</li> <li>• Contact Information – Website and Email</li> </ul>	<p><b>About Window</b></p> <p>User <i>About</i> window to view the details of Microsoft Dynamics GP version i.e., available under the <i>Help</i> option of individual window.</p>



It is available under the *Profile* option.



Help Button>>>About This Windows.

**2. Recording User ID**

Recording User IDs is a crucial aspect of BatchMaster Web security, access control, and user activity tracking. The most common approach is through login credentials that you can view on the dashboard against the selected database.

Bank Account Type Master		
Action	Bank Account Type ID	Bank Account Type
Delete ▼	1	Current Account
Delete ▼	2	Loan Account
Delete ▼	3	Overdraft Account
Delete ▼	4	Credit Card
Delete ▼	100	RRRT
Delete ▼	101	RRR1
Delete ▼	102	RRR
Delete ▼	103	Recurring

**3. Record Deletion**

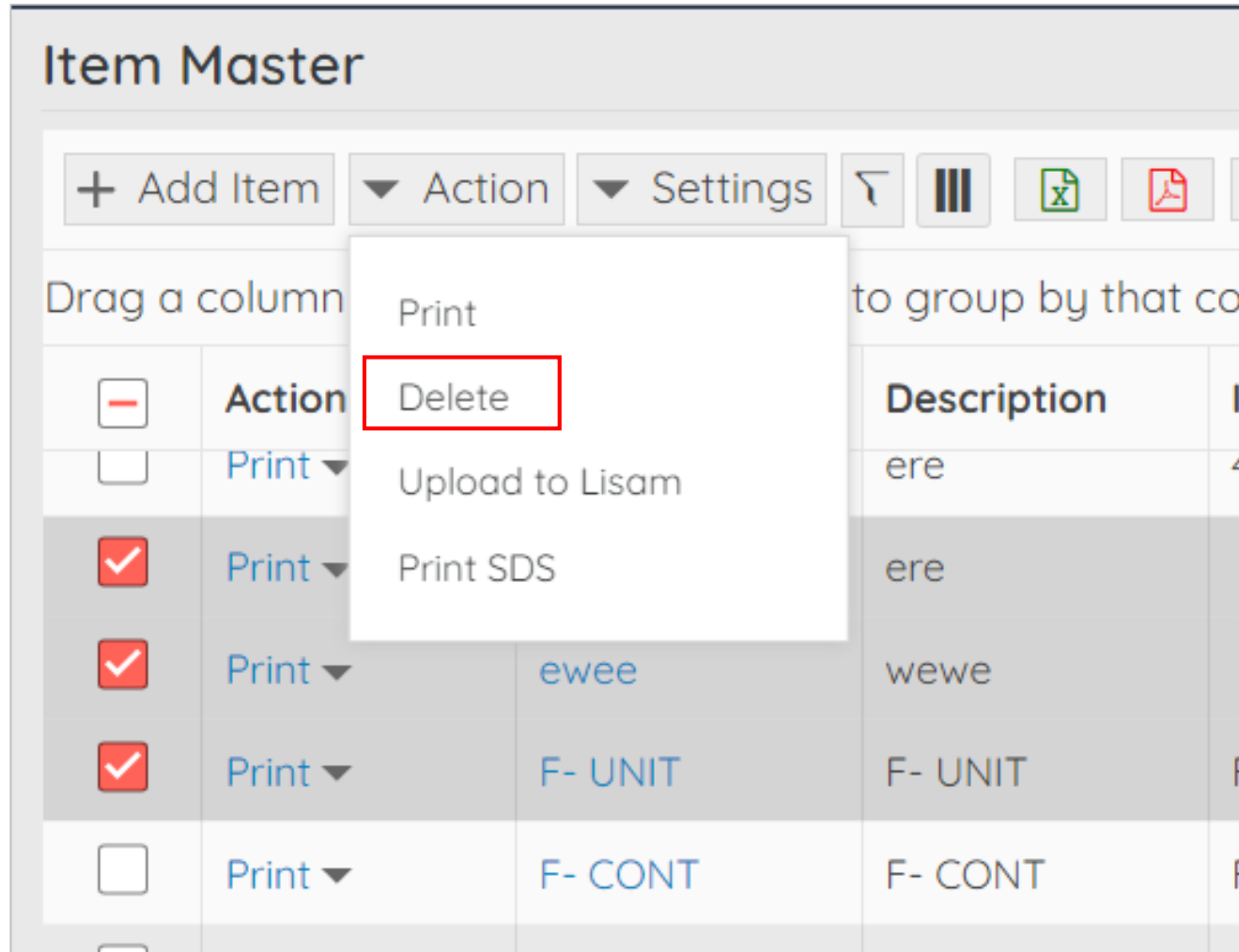
**Recording User ID**

This can be achieved by using the Smart list feature.(Snapshot not available)

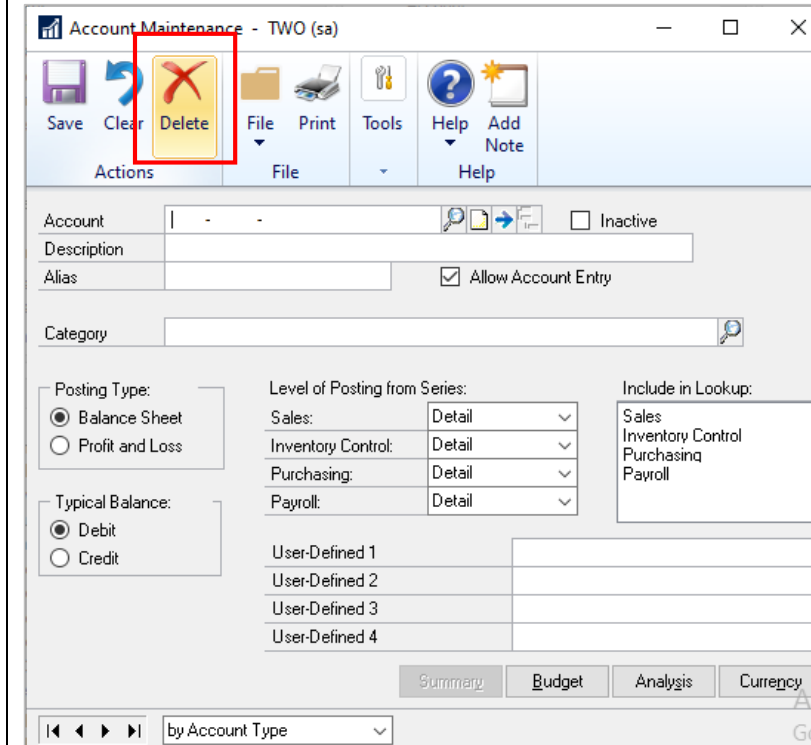
**Record Deletion**



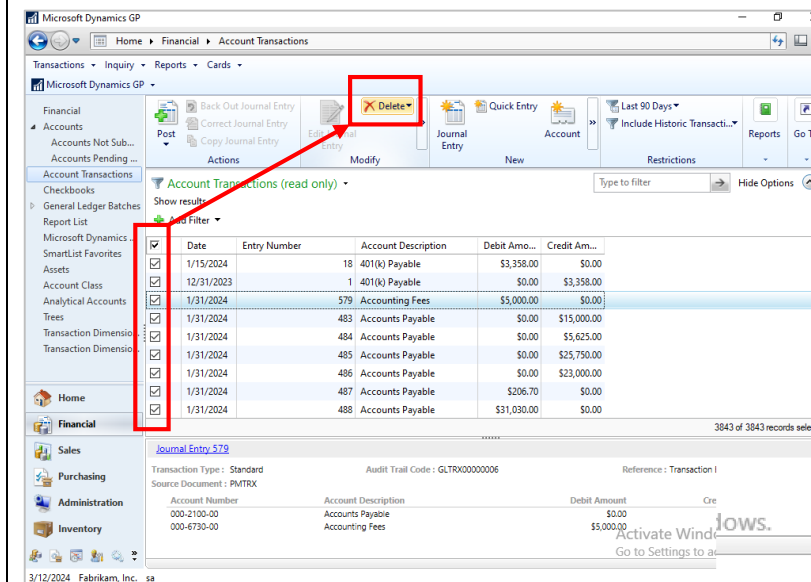
In BatchMaster Web you can perform delete operation on single or multiple records in a single go. The Delete button is available under the *Action* option on all the screens.



In Microsoft Dynamics GP you can delete respective record using the *Delete* button available at the header of each window.



Delete multiple record in a single go, you can use the *Delete* button of Microsoft Dynamics GP from List View.



**Sorting Data by Column**

4. In BatchMaster Web, you can organize and analyse dashboard data i.e. sort column data in increasing/decreasing order.

**Sorting Data by Column**

In Microsoft Dynamics GP, you can sort dashboard data using List View. You can sort by *Description*, *Alias*, *Type*, *Category Number*, *Main Segment* or by *Custom Sort*.





**Item Master**

+ Add Item Action Settings [Icons] Search

Drag a column header and [ ] that column

Save Grid Settings  
Reset Grid Settings

	Action	Item	Item	Item Type	Stock Unit	Purchase Unit
<input type="checkbox"/>	Print	3-0138-000L	3-0138-000L	FG	KG	KG
<input type="checkbox"/>	Print	3-0143-000L	3-0143-000L	FG	KG	KG
<input type="checkbox"/>	Print	3-0144-000NT	3-0144-000NT	FG	KG	KG
<input type="checkbox"/>	Print	3-0144-100NT	3-0144-100NT	FG	KG	KG

Microsoft Dynamics GP

Home Financial Account Transactions

Transactions Inquiry Reports Cards

Microsoft Dynamics GP

Account Transactions (read only)

Save As... Ctrl+Shift+S

Show/Hide

Action Pane Ctrl+F1

Filter Options

Information Pane

Account Number	Account Description	Debit Amount	Credit Amount
000-1110-00	Cash - Payroll	\$0.00	\$719.73
000-2150-00	Taxable Benefits Payable	\$0.00	\$49.36
000-2161-00	IL State Withholding Payable	\$0.00	\$15.34
000-2170-00	Federal Withholding Payable	\$0.00	\$174.09
	Payroll Deductions Payable	\$0.00	\$92.95
	Salaries and Wages	\$937.50	\$0.00
	Employee Benefits - Adm...	\$49.36	\$0.00
	Payroll Taxes - Administra...	\$12.25	\$0.00
	Payroll Taxes - Accounting	\$52.36	\$0.00

Journal Entry 1606

Transaction Type: Standard Audit Trail Code: GLTRX0000032 Reference: Payroll Computer Checks

Source Document: UPRCC

3/12/2024 Fabrikam, Inc. sa

Smart List View.

**Column Chooser**

In BatchMaster Web, by using the column chooser you can:

- Create personalize view.
- Focus on relevant information.
- Select the columns on the dashboard to display.

7.

**Column Chooser**

In Microsoft Dynamics GP you can use the List View & Smart List View to view the desired columns on screen.

SmartList - TWO (sa)

Field Service Calls

Change Column Display

Display Name	Original Name
<input type="checkbox"/> Service Call Number	Service Call Number
<input type="checkbox"/> Service Record Type	Service Record Type
<input type="checkbox"/> Service Call Status	Service Call Status
<input type="checkbox"/> Service Type	Service Type
<input type="checkbox"/> Service Description	Service Description
<input type="checkbox"/> priorityLevel	priorityLevel
<input type="checkbox"/> Customer ID	Customer ID
<input type="checkbox"/> Customer Reference	Customer Reference
<input type="checkbox"/> Address Code	Address Code
<input type="checkbox"/> Name	Name

Add... Remove Default OK Cancel



**Item Master**

+ Add Item Action Settings Columns [Export] [Print] Search

Drag a column header and drop it here to group by that column

Action	Item Key	Description	Item Type	Stock Unit	Purchase Unit
Print	erer				
Print	erre				
Print	ewee				
Print	F- UNIT				
Print	F- CONT				
Print	F- LOT				
Print	F- LOT1				

**Columns**

- Action
- Item Key
- Description
- Item Type
- Stock Unit
- Purchase Unit
- Sales Unit

Apply

**Smart List View.**

**Exporting Data**

In BatchMaster Web, you can export the data in two ways:

- Exporting data to Excel enables dynamic analysis, manipulation, and visualization.
- Exporting to PDF ensures consistent document formatting and easy sharing for professional presentations, reports, and documentation.

**Item Master**

+ Add Item Action Settings Columns [Export] [Print] Search

Drag a column header and drop it here to group by that column

Action	Item Key	Description	Item Type	Stock Unit	Purchase Unit
	ZUKG	ZUKG			
Print	3-0138-000L	3-0138-000L	FG	KG	KG
Print	3-0143-000L	3-0143-000L	FG	KG	KG

**Exporting Data**

In Microsoft Dynamics GP you can achieve this via List View & Smart List View. You can export the data in Excel.

**Smart List View.**

**9. Printing Data**

In BatchMaster Web, you can print the dashboard data via the *Print* option available on each screen's dashboard.

**Printing Data**

In Microsoft Dynamics GP (List View & Smart List View), you can print the dashboard data using the *Print this List* option available under the *Reports* option.



**Item Master**

+ Add Item Action Settings [Icons] Search

Drag a column header and drop it here to group by that column

	Action	Item Key	Description	Item Type ↑	Stock Unit	Purch
<input type="checkbox"/>		ZUKG	ZUKG			
<input type="checkbox"/>	Print ▼	3-0138-000L	3-0138-000L	FG	KG	KG
<input type="checkbox"/>	Print ▼	3-0143-000L	3-0143-000L	FG	KG	KG

Microsoft Dynamics GP

Home Financial Account Transactions

Transactions Inquiry Reports Cards

Microsoft Dynamics GP

Financial Accounts Accounts Not Sub... Accounts Pending... Account Transactions Checkbooks General Ledger Batches Report List Microsoft Dynamics... SmartList Favorites Assets Account Class Analytical Accounts Trees Transaction Dimensio... Transaction Dimensio...

Back Out Journal Entry Correct Journal Entry Copy Journal Entry Delete Edit Journal Entry Journal Entry Quick Entry Account Last 90 Days Include Historic Transacti... Reports Go To

Account Transactions (read only) Type to filter Print This List

✓	Date	Entry Number	Account Description	Debit Amo...	Credit Am...
✓	3/1/2024	1,606	Cash - Payroll	\$0.00	\$719.73
✓	3/1/2024	1,606	Taxable Benefits Payable	\$0.00	\$49.36
✓	3/1/2024	1,606	IL State Withholding Paya...	\$0.00	\$15.34
✓	3/1/2024	1,606	Federal Withholding Paya...	\$0.00	\$174.09
✓	3/1/2024	1,606	Payroll Deductions Payable	\$0.00	\$92.95
✓	3/1/2024	1,606	Salaries and Wages	\$937.50	\$0.00
✓	3/1/2024	1,606	Employee Benefits - Adm...	\$49.36	\$0.00
✓	3/1/2024	1,606	Payroll Taxes - Administra...	\$12.25	\$0.00
✓	3/1/2024	1,606	Payroll Taxes - Accounting	\$52.36	\$0.00

3843 of 3843 records selected.

Smart List View

**Filtering Data**

In BatchMaster Web, you can quickly isolate and focus on specific information using the search text box available on each screen.

**Item Master**

+ Add Item Action Settings [Icons] MILK

Drag a column header and drop it here to group by that column

	Action	Item Key	Description	Item Type	Stock Unit	Purch
<input type="checkbox"/>	Print ▼	300106	Milk Water	RAW	LT	LT
<input type="checkbox"/>	Print ▼	BUFFALO MILK	BUFFALO Milk	RAW	LT	LT
<input type="checkbox"/>	Print ▼	BUFFALO MILK FAT	Buffalo Milk FAT	RAW	LT	LT
<input type="checkbox"/>	Print ▼	BUFFALO MILK SNF	BUFFALO MILK SNF	RAW	LT	LT

10.

**Filtering Data**

In Microsoft Dynamics GP (List View & Smart List View), you can filter the data by entering a character string in the search text box.

Microsoft Dynamics GP

Home Financial Account Transactions

Transactions Inquiry Reports Cards

Microsoft Dynamics GP

Financial Accounts Accounts Not Sub... Accounts Pending... Account Transactions Checkbooks General Ledger Batches Report List Microsoft Dynamics... SmartList Favorites Assets Account Class Analytical Accounts Trees Transaction Dimensio... Transaction Dimensio...

Back Out Journal Entry Correct Journal Entry Copy Journal Entry Delete Edit Journal Entry Journal Entry Quick Entry Account Last 90 Days Include Historic Transacti... Reports Go To

Account Transactions (read only) Federal Hide Options

✓	Date	Entry Number	Account Description	Debit Amo...	Credit Am...
✓	3/1/2024	1,606	Cash - Payroll	\$0.00	\$719.73
✓	3/1/2024	1,606	Taxable Benefits Payable	\$0.00	\$49.36
✓	3/1/2024	1,606	IL State Withholding Paya...	\$0.00	\$15.34
✓	3/1/2024	1,606	Federal Withholding Paya...	\$0.00	\$174.09
✓	3/1/2024	1,606	Payroll Deductions Payable	\$0.00	\$92.95
✓	3/1/2024	1,606	Salaries and Wages	\$937.50	\$0.00
✓	3/1/2024	1,606	Employee Benefits - Adm...	\$49.36	\$0.00
✓	3/1/2024	1,606	Payroll Taxes - Administra...	\$12.25	\$0.00

3843 of 3843 records selected.

Journal Entry 1606

Transaction Type: Standard Audit Trail Code: GLTRX00000032 Reference: Payroll Computer Checks

Source Document: UPRCC

Account Number	Account Description	Debit Amount	Credit Amount
000-1110-00	Cash - Payroll	\$0.00	\$719.73

Smart List View

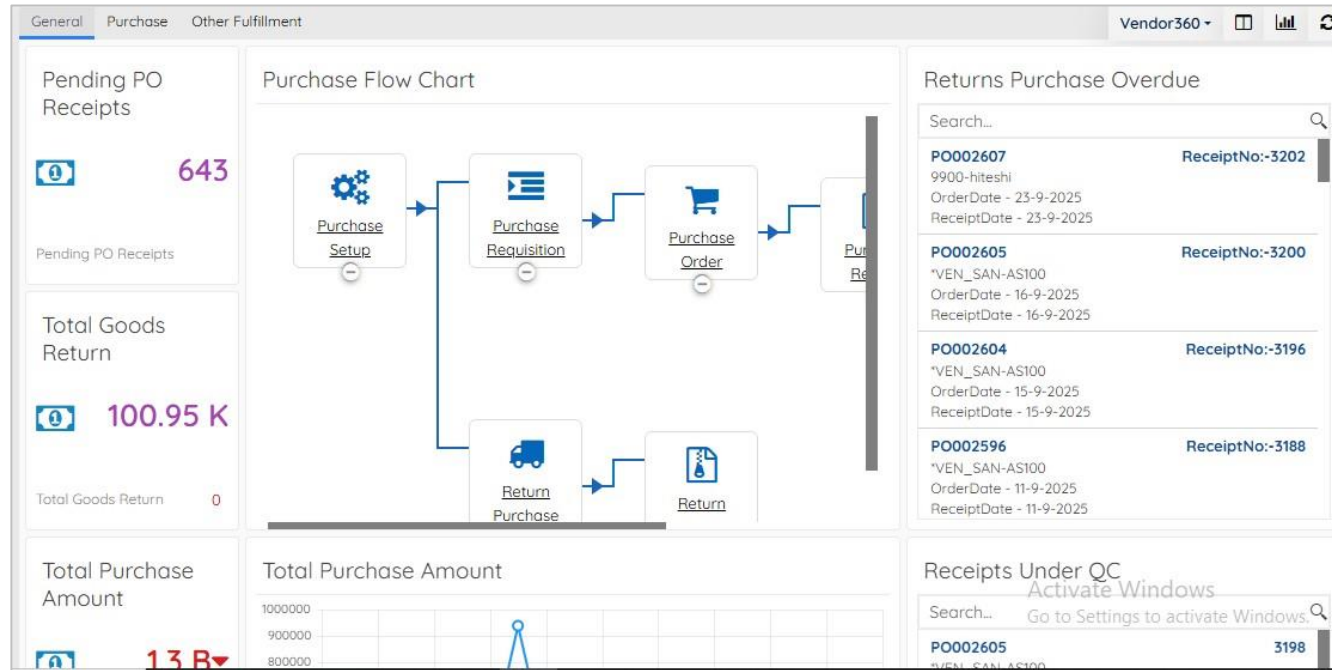
11. **KPI**

**KPI**



BatchMaster Web supports different KPI features:

- Widgets
- Dashboards
- Custom Dashboard Data - KPI, Graph, Flow Chart, List View
- Custom Reporting



Can be achieved in Microsoft Dynamics GP ( Screenshot Not available)

**12. Drill Down**

Drill Down from Reports Fields to specific screen provides instant access to underlying details.

**Drill Down**

In Microsoft Dynamics GP can be achieved through Smart List.(Screenshot Not Available)

**13. Workflow**

In BatchMaster Web, you can automate tasks triggered directly from the screen via associating Workflow.

Associate Workflow with the desired screen by accessing Configuration

**Workflow**

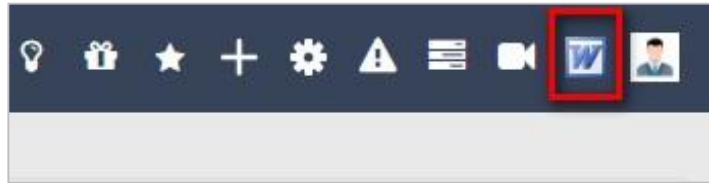
In Microsoft Dynamics GP can be achieved (Screenshot Not Available)



**SOP**

In BatchMaster Web, you can streamline workflow by attaching SOP. This helps you to remain informative about generic/mandate instructions as per your business norms.

14.



Associate Standard Operating Procedures with the desired screen by accessing *SOP* option.

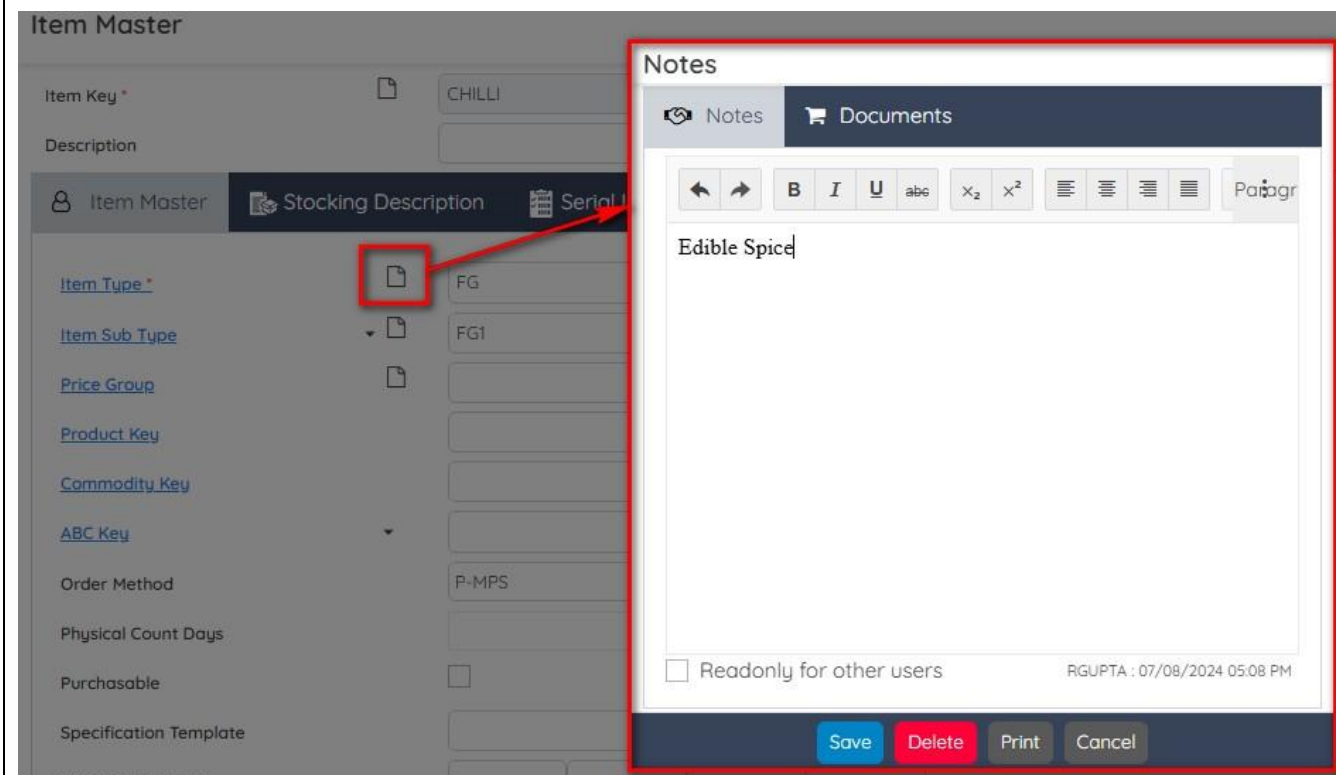
**SOP**

In Microsoft Dynamics GP can be achieved (Screenshot Not available)

**Saving Additional Information**

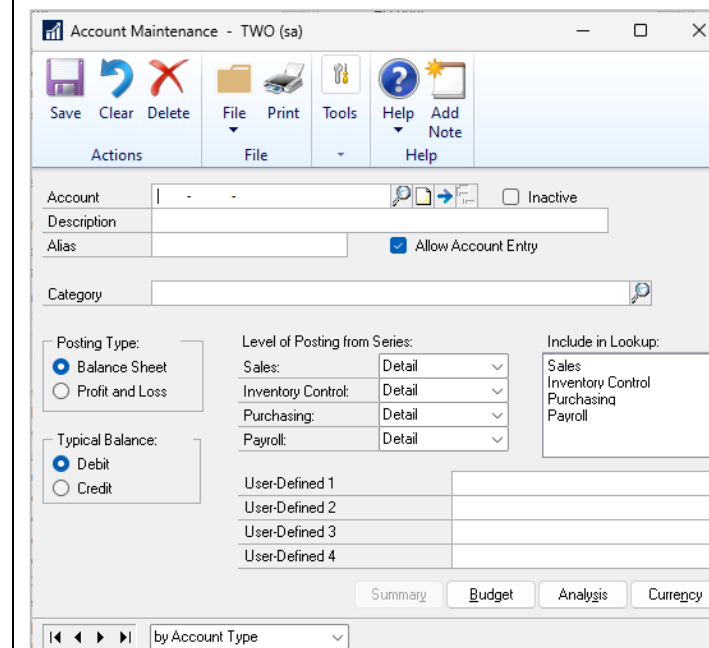
The *Note* icon adjacent to the field helps you to save additional information, enables enhanced communication or comments. You can perform various functions via the *Notes* window such as adding comments, attaching/viewing/check-in/checkout a document etc.

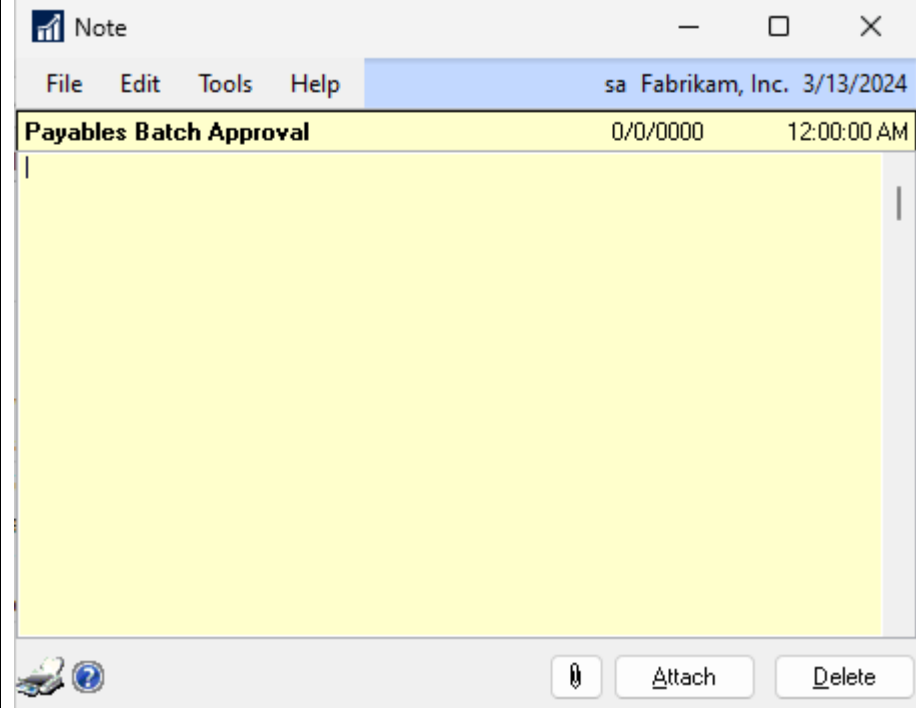
15.



**Saving Additional Information**

In Microsoft Dynamics GP, to save additional information with the field, you can use the *Add Note* option available on the header section of the screen.





Note button.

**To Do**

In BatchMaster Web, To Dos Task assignments lets you view the assigned tasks via the *Show My Task* option available on each screen.



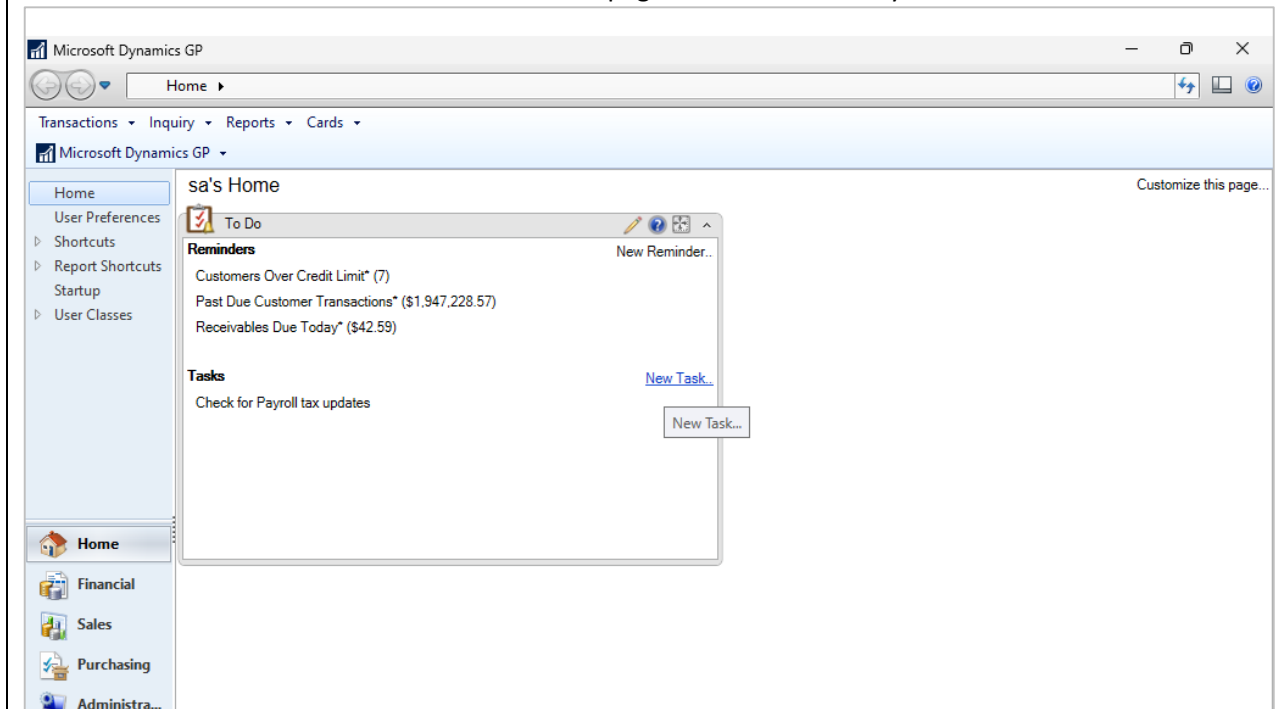
16.

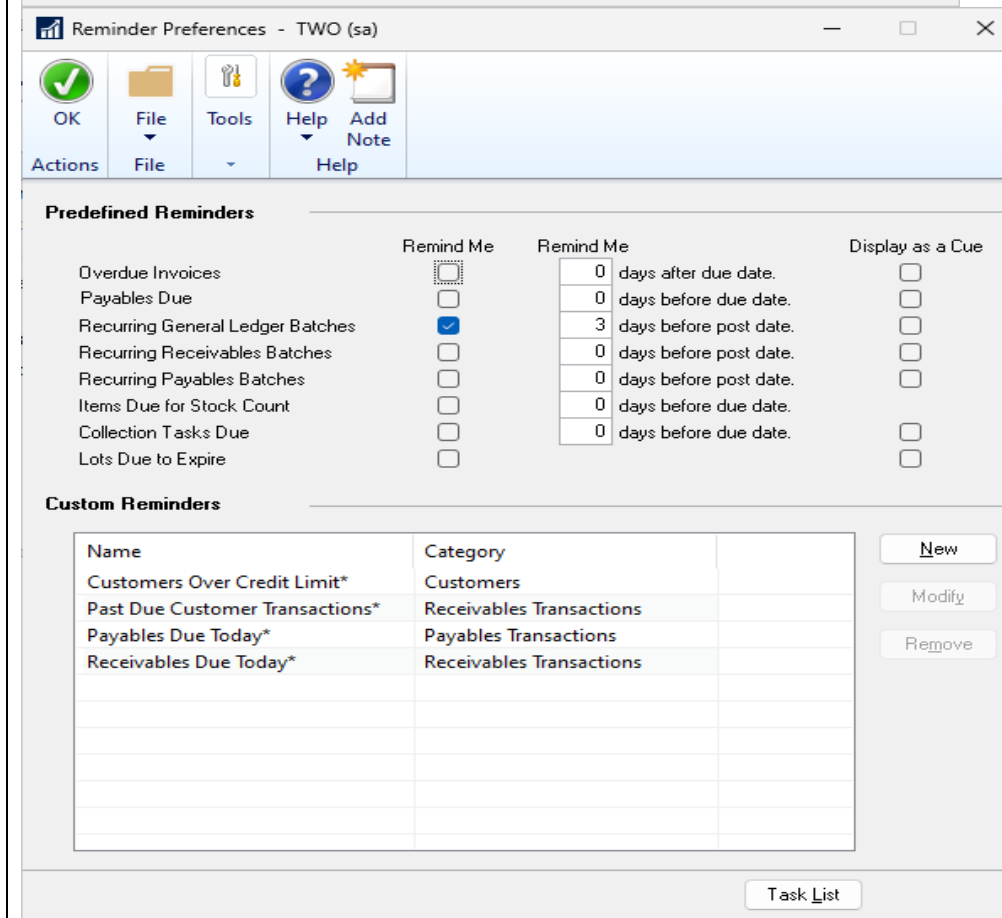
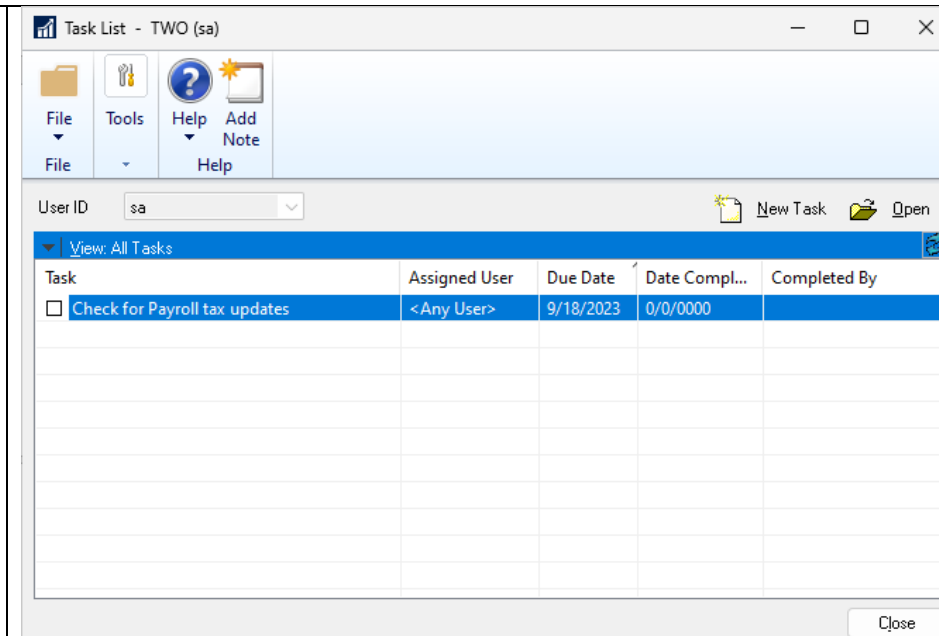
To-Do

Type	Priority	Status	Follow Up Date	Subject	Due Date	Requested By	Assigned To
+ General To-Do	Normal	In Progress	25/09/2025		25/09/2025	NIMISH	NIMISH

**To Do**

The To Do and Task List is available on the Home page of the Microsoft Dynamics GP.





Microsoft Dynamics GP menu >> Task List.  
Home >> User Preferences >> Reminders button >> Task List.

17.

**Display Report**

In BatchMaster Web you can generate the report as per the specified option. different supported options are:

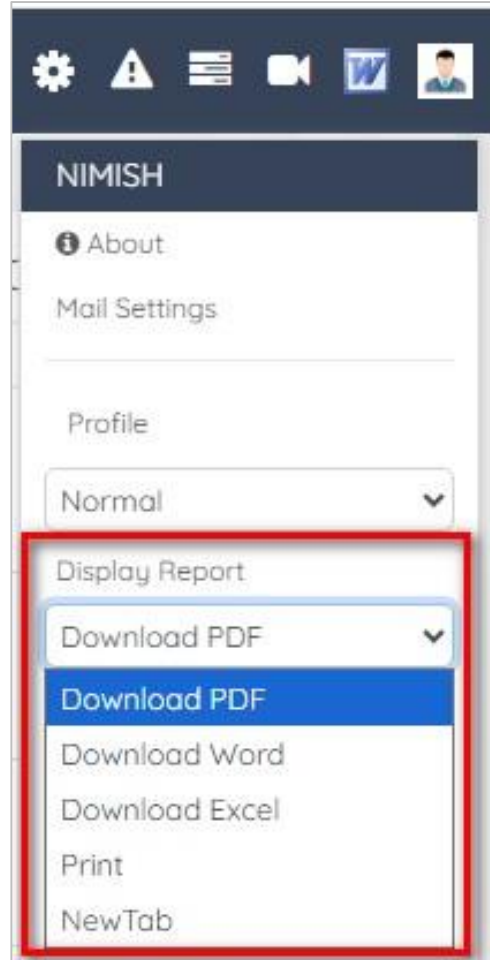
- Download as PDF.
- Download as WORD.
- Download as EXCEL.

**Print Setup**

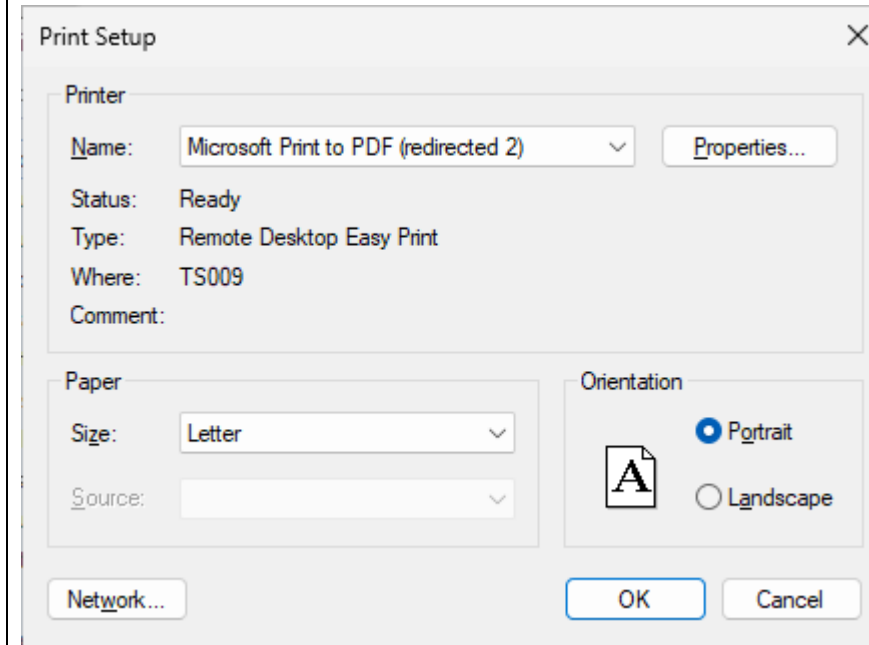
In Microsoft Dynamics GP you can achieve this using the Print Setup.



- Print via the installed printer.
- Open report in a new tab.



BatchMaster Web>>Profile drop down menu.



Microsoft Dynamics GP>>Print Setup.

18.

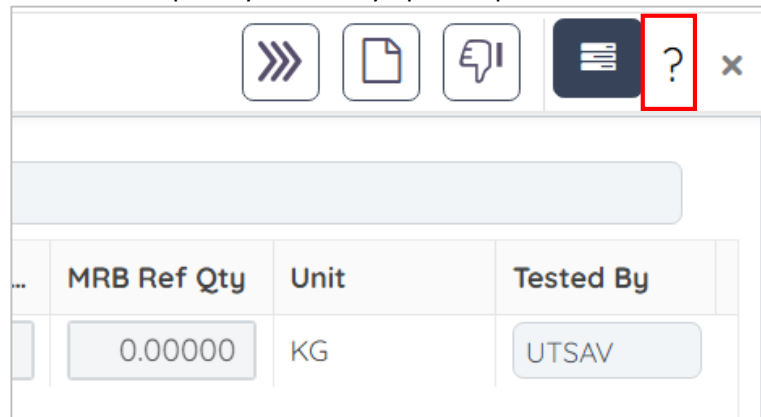
**Encrypted information**

This can be achieved through Settings in Admin.(Screenshot not available)

19.

**Help**

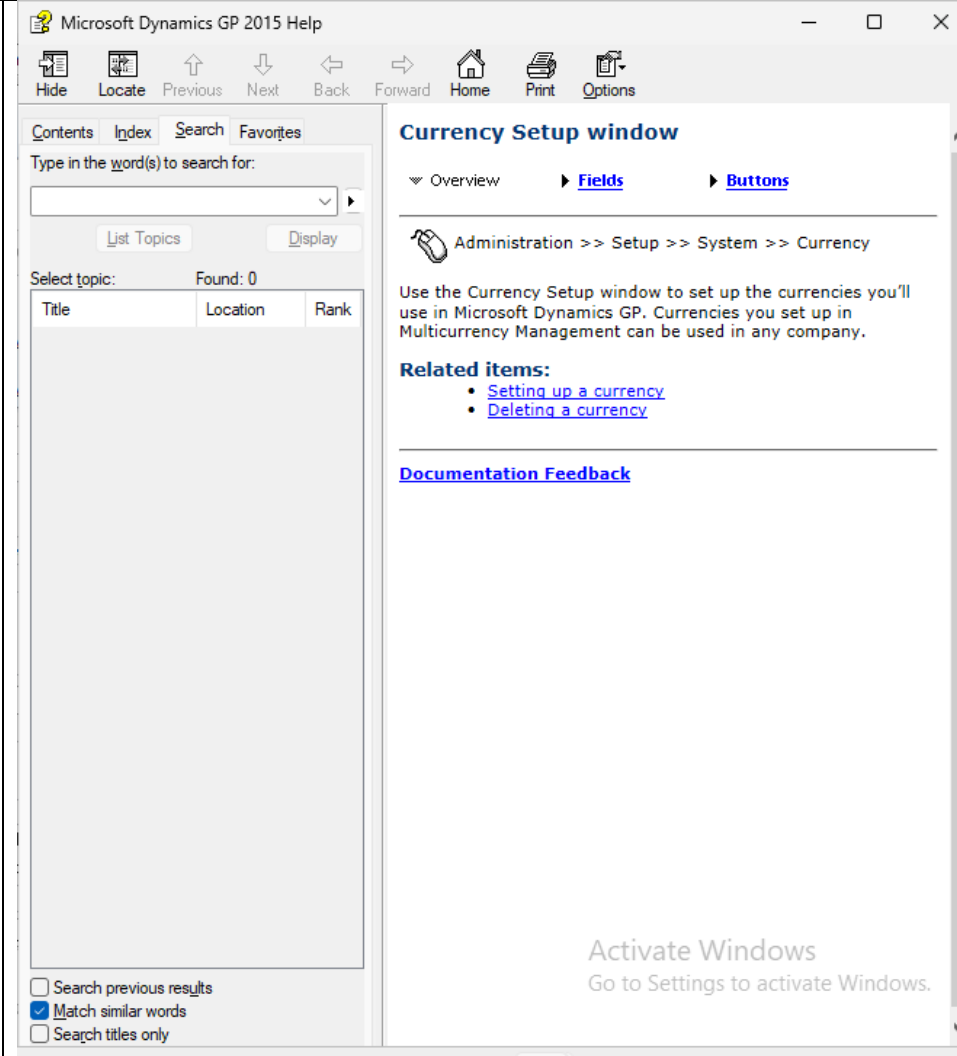
On screen help lets you directly open help via the icon available on each screen.



BatchMaster Web>> Help Icon.

**Help**

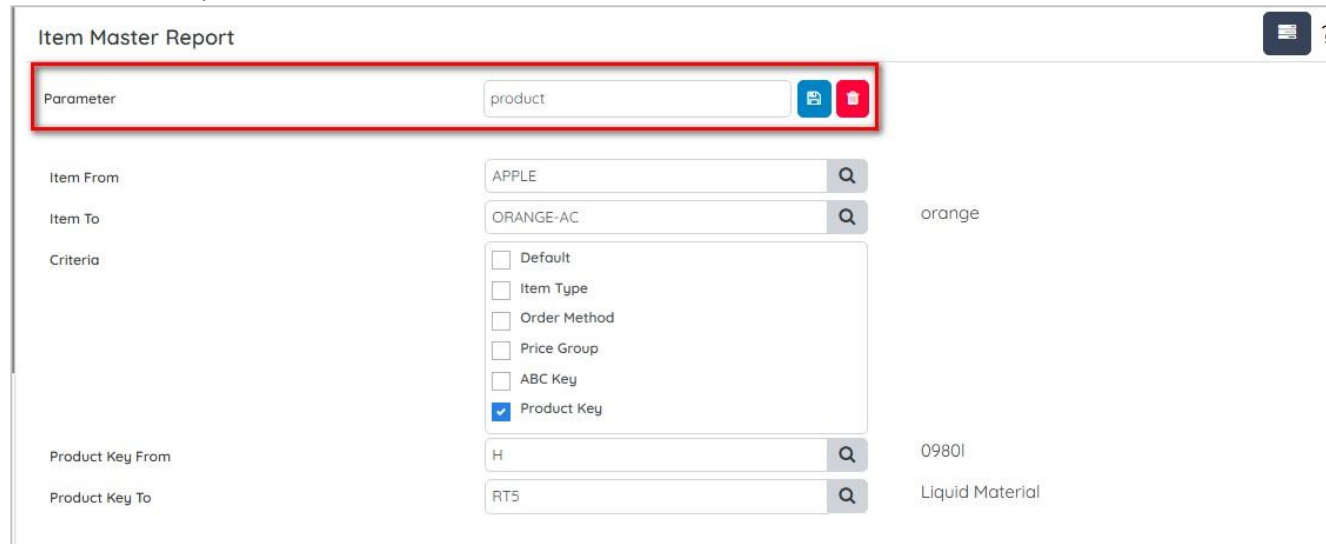
In Microsoft Dynamics GP, *Help* Button is available at Header section.



All Screens>>Help Button>>About this Windows.

**Saving Report Parameters**

BatchMaster Web offer faster reporting with easy re-run capability. You can quickly re-generate the reports with the same saved parameters.

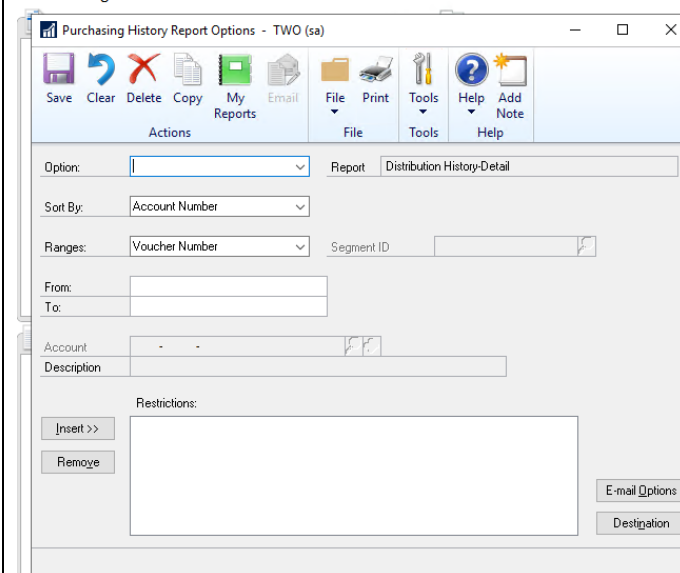


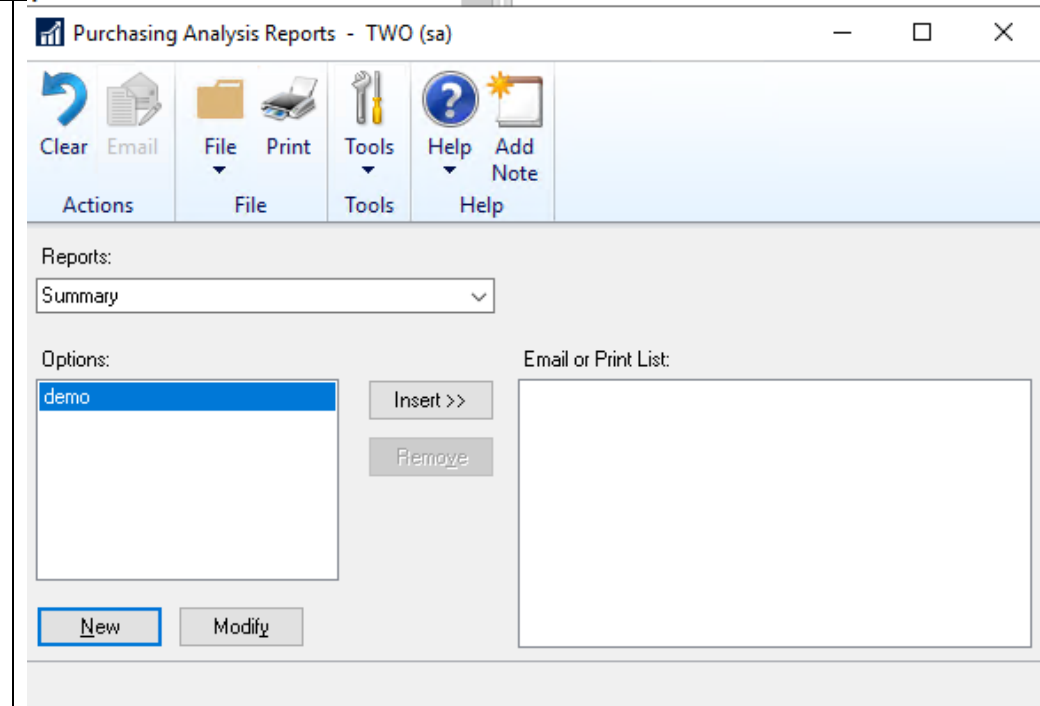
20.

BatchMaster Web>>Parameter option on each report.

**Saving Report Parameters**

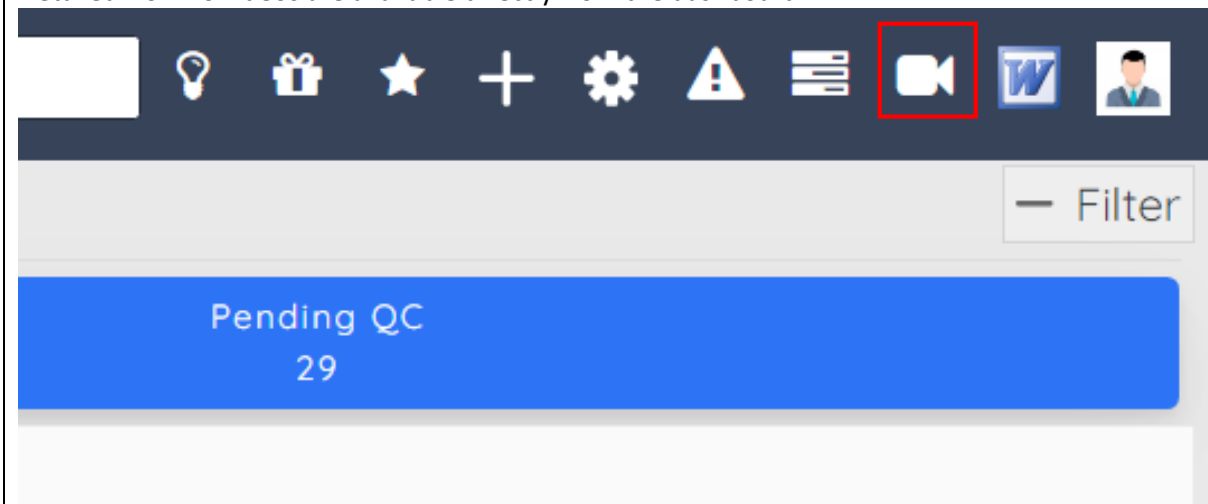
Can be achieved in Microsoft Dynamics GP





**How To Videos**

Detailed How To videos are available directly from the dashboard.



21.

**How To Videos**

Available in Microsoft Dynamics GP. (Screenshot not available)

**Task**

In BatchMaster Web you can view assigned task or task for a particular record.

To-Do

To-Do Attachment

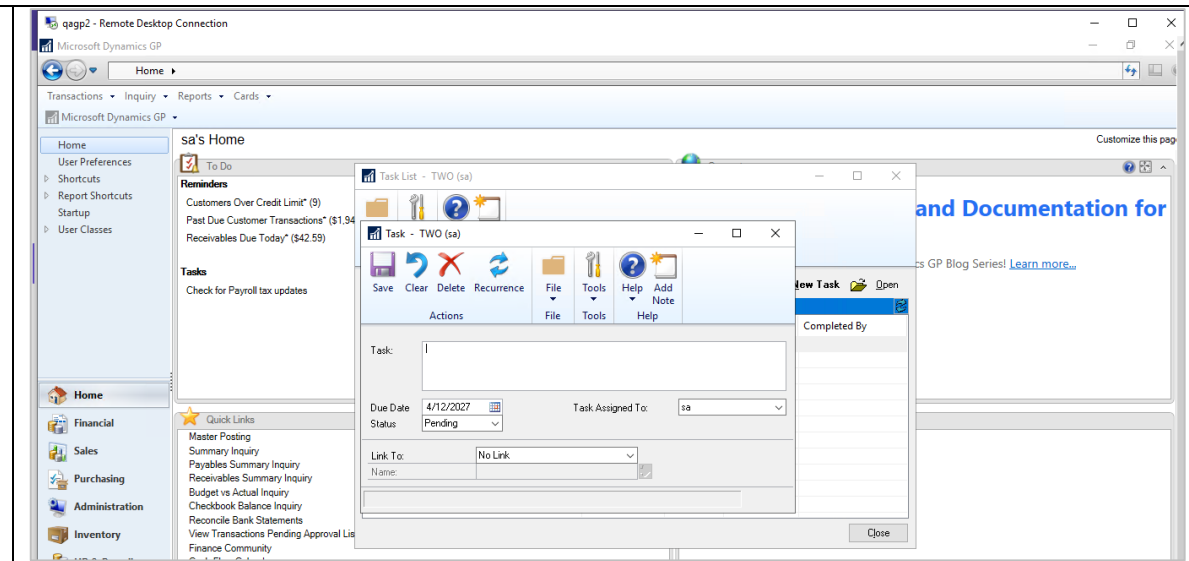
+ New To-Do My To-Do All User Show Business

Type	Priority	Status	Follow Up Date	Subject	Due Date	Requested By	Assigned To
+ General To-Do	Normal	Not Started	25/09/2025		25/09/2025	NIMISH	NIMISH
+ Qualify Target	High	Not Started	25/09/2025		25/09/2025	NIMISH	NIMISH

22.

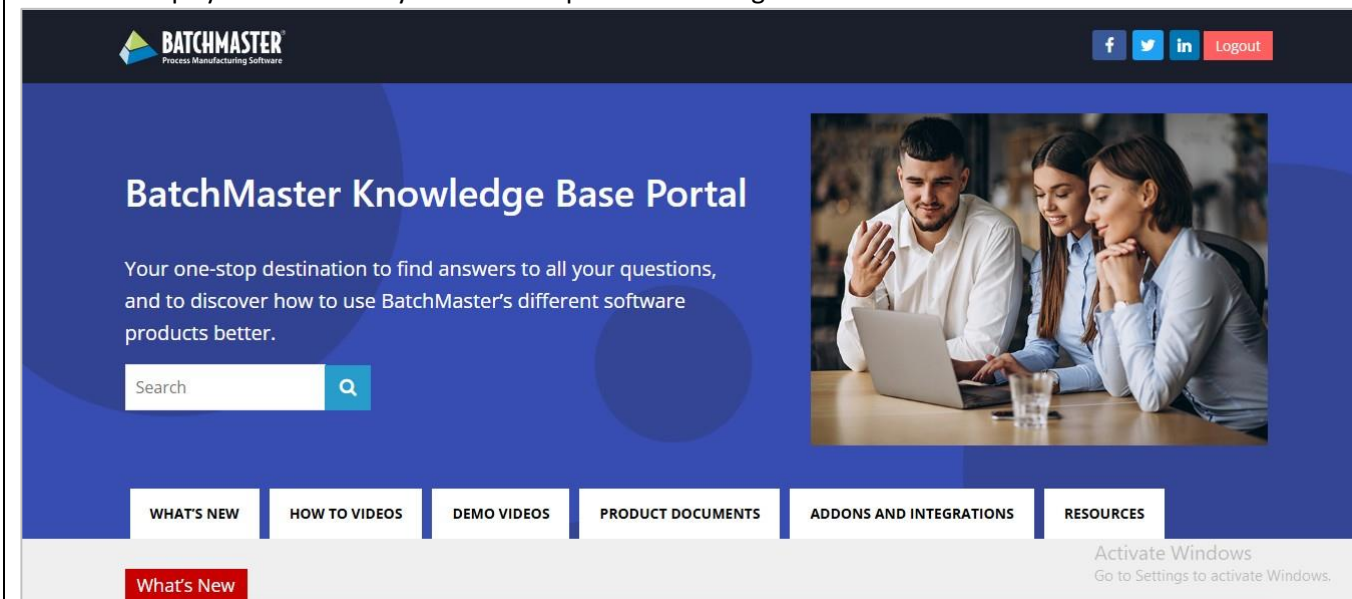
**Task**

Available in Microsoft Dynamics GP.



**KB Portal**

KB Portal helps you to enhance your domain specific knowledge.



23.

**KB Portal**

This can be achieved through Microsoft Community. (Screenshot not available)

TCS

S. No	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>Module Setup &amp; Sales Order</b></p> <p>TCS Feature is available in BatchMaster Web.</p>	N/A in Microsoft Dynamics GP.



Module Setup
? x

Interfacing ▾

Post through General Ledger ▾

Post to General Ledger ▾

TCS Parameters ▲

Parameter Description	Default Value	Help
TCS Applicable	Yes	?
Include Tax in Turnover for TCS	Yes	?
TCS % For Customer With PAN	2.000000	?
TCS % For Customer Without PAN	3.000000	?
TCS % For Vendor	4.000000	?
TCS AR Accrued Account	0000000AJ00003	?
TCS Payable Account	11332224421500	?
TCS AP Accrued Account	0000000AJ00001	?
TCS Paid Account	11332224414300	?

Sales Order Entry

Commission Override: 0.00

Buyer:

Customer PO Number:

[Order Template](#)

Tax Level: Order Level

Promo Account Key:

Promo Discount Amount: 0.00

Discount Level: Line and Order Level

Non-taxable Freight: 0.00

Currency: INR

Reason for Hold:

TCS Detail: Total Turn Over 7336178.200000, Document Total T

TCS Amount: 23.60

Order Date: 04/17/24

Req Delivery Date: 04/17/24

Promise Date: 04/17/24

Target Ship Date: 04/17/24

Cancel Date: 04/17/25

[Order Level Tax](#) IGSTR

Promo Account Description:

Terms Discount:

Order Discount %:

Required Freight

Cash Sales

TCS Taxable Amount:

New Copy Save Delete Search Close

## TDS

S. No	BatchMaster Web	Microsoft Dynamics GP
1.	<p><b>TDS Payment Processing</b></p> <p>Post journal entries due against any type of TDS category payments deducted from vendors.</p>	<p><b>TDS Payment Processing</b></p> <p>N/A in Microsoft Dynamics GP.</p>



**TDS Payment Processing**

From Date: 25/09/2025 To Date: 25/09/2025  
Payment Batch No.: AA Apply Date: 25/09/2025  
Payment Mode: NEFT/Wire Transfer Payment From Account: 00000000000013  
Bank Name: Axis Bank Account Number: 9145547881324  
Currency Key: INR Narration:  
Total Amount: 0.00

TDS Type	TDS Rate	TDS Account	Payable Amount
ADCC Expenses	0.25	01000000018007	0
Commission or Brokerage	5	1133224422200	0
Dividend	18	1133224421100	0
Fee for Professional Services, Royalty, Director's Remuneration / Fees / Commission	10	1133224422300	0
Income from Lotteries or Puzzles	30	1133224421300	0
Interest on Securities	10	1133224421500	0
Interest other than Interest on Securities	10	1133224421400	0
Modi Tax	46	1133224421100	0
Payment to Contractor / Sub-contractor - HUF/Individuals	2	1133224422100	0
Payment to Contractor / Sub-contractor - Others	3	1133224421600	0
Rent - Land or Building or Furniture or Fitting	10	1133224421100	0
Rent - Plant & Machinery	2	1133224422500	0

Process Post Close

Accounts Payable >> AP Transaction >> TDS Payment Processing.